# **Birlasoft Onboarding Document**

## **1. Welcome to Birlasoft**

We are excited to have you on board! This document is designed to guide you through your **first steps at Birlasoft**, ensuring a smooth transition into the organization.

## **2. Pre-Onboarding Checklist**

Before your first day, please ensure the following are completed:

* Offer letter acceptance.
* Submission of required documents (educational, identity, previous employment).
* Background verification clearance.
* Laptop and IT account setup (email ID, VPN, collaboration tools).

## **3. First Day Orientation**

Your Day 1 at Birlasoft includes:

* **Welcome Session**: Introduction to company mission, vision, and values.
* **HR Policies**: Leave policy, expense policy, code of conduct, and IT security.
* **Team Introduction**: Meeting your manager, team, and buddy.
* **IT Tools Training**: Email, Teams/Outlook, VPN, HRMS, and collaboration tools.

## **4. Tools & Resources Provided**

* **Hardware**: Laptop, charger, headset, access card.
* **Collaboration Tools**: Microsoft Teams, Outlook, Zoom/WebEx.
* **HR & Finance Systems**: HRMS (leave & payroll), expense management.
* **Project Tools**: JIRA, Azure DevOps, ServiceNow (as applicable).
* **Knowledge Resources**: SharePoint/Confluence, LMS for trainings.

## **5. Role-Specific Training**

* Functional and technical training based on your role.
* Mandatory compliance and IT security training.
* Skill-building sessions via LMS, LinkedIn Learning, or Pluralsight.

## **6. Buddy Program**

A buddy/mentor is assigned to help you:

* Get familiar with the culture and policies.
* Understand project expectations.
* Connect with the right people for queries.

## **7. Probation & Performance Review**

* Standard probation period: **6 months**.
* Regular check-ins with your manager for feedback.
* Confirmation review after successful probation.

## **8. Policies to Review**

Every new joiner must review and comply with:

* Code of Conduct & Ethics.
* IT Security Guidelines.
* Leave Policy.
* Expense Policy.
* Client-specific policies (if applicable).

## **9. Support Channels**

* **HR Helpdesk** – Employee queries.
* **IT Helpdesk** – Device, VPN, or software issues.
* **Manager & Buddy** – Role-related guidance.
* **Employee Assistance Program (EAP)** – Wellness and counseling support.

## **10. Feedback**

Your feedback matters! Please share your onboarding experience through the **HR feedback survey** so we can continuously improve.