# Use Case Name: Automating Employee Onboarding Process

Actors:

* HR Administrator (Primary Actor)
* New Employee
* Background Check Provider
* System Admin

Preconditions:

* New employee has accepted the job offer.
* HR system is operational and connected to necessary third-party services (e.g., background checks, document signing).

Postconditions:

* Employee completes all onboarding tasks.
* HR confirms onboarding is finalized, and the employee is prepared for their first 30 days.

Main Success Scenario:

1. Trigger:

The onboarding process begins when the new employee accepts the job offer.

1. Steps:
   1. HR uploads the necessary onboarding documents (employment contract, company policies).
   2. The system sends an email to the employee with a link to start the onboarding process.
   3. The employee logs in and completes the background check process via a third-party service.
   4. The system tracks the background check's status.
   5. Upon completion of the background check, the system prompts the employee to fill out personal information and sign necessary documents online.
   6. The system schedules mandatory training sessions for the employee.
   7. The employee completes the training within the scheduled time.
   8. HR reviews the progress report at the end of the 30-day period.
2. Outcome:

The onboarding is completed, and HR confirms that all documentation, background checks, and training are completed successfully.

## Alternative Scenarios:

1. Background Check Fails:

* The system notifies HR and the employee about the failure.
* HR follows up with manual verification.

1. Incomplete Documentation:

* The system sends automated reminders to the employee.
* If documentation is not completed within the deadline, HR intervenes manually.