# Employee Onboarding - Requirements Document

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### 1. Application Overview

This document outlines the requirements for an **Employee Onboarding** application. The system will streamline and automate the onboarding process for new hires, ensuring all necessary tasks are completed by the relevant stakeholders (HR, IT, Hiring Manager) in a timely manner.

### 2. General Application Settings

The application must use the **"Mentor"** theme available in the ODC tenant.

### 3. Data Model

#### Entities & Attributes

* **Entity: NewHire**
  + This entity is stored **locally**.
  + Attributes include:
    - Id: An Identifier that serves as the Primary Key.
    - FullName: Text, the full name of the new employee.
    - PersonalEmail: Email, the new hire's personal email address.
    - JobTitle: Text, the official job title.
    - StartDate: Date, the employee's official start date.
    - HiringManagerId: User Identifier, for the manager of the new hire.
    - OnboardingStatusId: An Identifier that is a Foreign Key to the OnboardingStatus static entity.
* **Entity: OnboardingTask**
  + This entity is stored **locally**.
  + Attributes include:
    - Id: An Identifier that serves as the Primary Key.
    - TaskName: Text, the name of the task (e.g., "Sign Employment Contract").
    - Description: Text, details about the task.
    - DueDate: Date, the deadline for task completion.
    - IsCompleted: Boolean, to track if the task is done.
    - NewHireId: An Identifier that is a Foreign Key to the NewHire entity.
    - AssignedDeptId: An Identifier that is a Foreign Key to the Department static entity.
* **Entity: Document**
  + This entity's data is sourced from an external system like **DocuSign**.
  + Attributes include:
    - Id: An Identifier that is the Primary Key from the external system.
    - DocumentName: Text, the name of the document.
    - Status: Text, the signing status (e.g., "Sent", "Completed").
    - NewHireId: An Identifier that links the document to the new hire.

#### Entity Relationships

* A **NewHire** can have many **OnboardingTasks** (One-to-Many).
* A **NewHire** can have many **Documents** (One-to-Many).

### 4. Static Entities

* **Entity Name:** OnboardingStatus
  + **Purpose:** To track the overall progress of a new hire's onboarding.
  + **Records:** Pre-boarding, Day 1, Week 1, Completed.
* **Entity Name:** Department
  + **Purpose:** To assign tasks to the correct department.
  + **Records:** HR, IT, Hiring Manager, New Hire.

### 5. Roles & Permissions

* **Role: HR Specialist**
  + NewHire: Full Access.
  + OnboardingTask: Full Access.
  + Document: View Access.
  + **Special Permission:** Can initiate the onboarding process for a new hire.
* **Role: Hiring Manager**
  + NewHire: View Access (Own team members only).
  + OnboardingTask: Edit Access (Only for tasks assigned to the 'Hiring Manager' department for their new hires).
* **Role: IT Specialist**
  + NewHire: View Access.
  + OnboardingTask: Edit Access (Only for tasks assigned to the 'IT' department).
* **Role: New Hire**
  + NewHire: View Access (Own record only).
  + OnboardingTask: Edit Access (Only for tasks assigned to the 'New Hire' department).
  + Document: View Access (Own documents only).

### 6. Main Features & Screens

1. **Onboarding Dashboard:** A central dashboard for HR Specialists to view all active onboardings and their current status. Hiring Managers see the status of their incoming team members.
2. **New Hire Profile:** A detailed view of a new hire, showing their information and a checklist of all their onboarding tasks.
3. **My Tasks:** A personalized screen for each user (New Hire, Manager, IT) to see a list of onboarding tasks specifically assigned to them. They can mark tasks as complete from this screen.
4. **Initiate Onboarding:** A form for HR Specialists to enter the details of a new hire, which automatically generates the standard set of onboarding tasks and assigns them.