

## **Title: Employee Onboarding Guide**

### **1. Welcome to the Company**

- Welcome to Company! This guide explains what to do in your first two weeks. If you ever feel stuck, contact HR at [hr@company.com](mailto:hr@company.com) or your manager.

### **2. Day 1 – Joining Formalities**

- Report time: 9:30 AM at the HR desk or via online check-in.
- Submit documents: ID proof, address proof, passport-size photos, education certificates.
- Fill joining forms: personal details, bank details, emergency contact, NDA.
- Receive your ID card, laptop, and email account details.

### **3. Day 1 – Orientation Session**

- Company overview: history, products, customers.
- Organization structure and leadership.
- High-level HR policies: working hours, leave types, basic code of conduct.
- Q&A session with HR.

### **4. Day 2 – Policies & Compliance**

- Detailed HR policy review: working hours, leave, holidays, overtime, WFH rules.
- Code of conduct and ethics: expected behaviour, anti-harassment, confidentiality.
- IT security overview: password rules, VPN usage, do's and don'ts for data and devices.
- Sign required policy acknowledgements in the HR portal.

### **5. Day 3 – Tools & Access Setup**

- Email and calendar setup: login to your company email, set your profile photo and working hours.
- HR portal access: check your leave balance, profile, and payslip section.
- Communication tools: login to chat tools (Slack/Teams) and join team channels.
- Project tools: access to issue tracker (Jira/ClickUp) and documentation (Confluence/Notion).

### **6. Week 1 – Role and Team Onboarding**

- Meet your manager and mentor.
- Team introduction and overview of current projects.
- Receive your job responsibilities and initial goals.
- Shadow senior teammates during meetings or stand-ups.

- Complete mandatory trainings assigned by HR or your manager.

## **7. Week 2 – Getting Productive**

- Take ownership of small, well-defined tasks.
- Join regular team meetings and actively participate.
- Review performance expectations for the first 90 days.
- Schedule a 1:1 with your manager to clarify doubts and expectations.

## **8. Mandatory Trainings (First 2 Weeks)**

- HR and compliance training (anti-harassment, data privacy).
- Information security and phishing awareness training.
- Role-specific technical or functional training modules.
- Complete each training in the LMS or learning portal and mark as done.

## **9. Support During Onboarding**

- HR contact: [hr@company.com](mailto:hr@company.com) for policy, leave, payroll, and documents.
- IT support: [it-support@company.com](mailto:it-support@company.com) for laptop, VPN, and software issues.
- Manager: questions about your role, tasks, and performance expectations.
- Mentor/buddy: help with day-to-day questions and team culture.

## **10. Onboarding Completion**

- After two weeks, you should:
  - Have all required tools and access.
  - Understand key policies and how to find them.
  - Know your team, manager, and current projects.
  - Have clear short-term goals for the next month.
- If any of these are unclear, schedule a discussion with your manager or HR.