

Employee Onboarding Guidelines

1. Introduction

Welcome to the company! This document outlines the onboarding process for all new employees.

2. First Day Checklist

- Report to HR for ID verification
- Receive your employee badge and equipment
- Introduction to team and manager
- Set up your work email and tools

3. Company Policies

- Review company handbook
- Code of Conduct
- Attendance and Leave Policies
- IT and Security Guidelines

4. Training and Development

- Attend onboarding training sessions
- Complete compliance courses
- Schedule regular check-ins with mentor/manager

5. Contact Information

For questions, contact HR at hr@company.com or dial extension 1234.