

Employee Onboarding System

The **Employee Onboarding System** is a Salesforce-based solution designed to automate and streamline the onboarding process for new employees in organizations. This project helps HR teams handle employee data, manage document submission, assign roles, and automate tasks. It ensures a smooth onboarding experience while maintaining compliance and efficiency.

Problem Understanding & Industry Analysis

The core problem is that many organizations still rely on manual processes for employee onboarding, leading to delays, missing documents, compliance risks, and a poor experience for new hires. HR teams spend unnecessary time following up instead of focusing on employee engagement.

Organizations need a centralized, automated system to manage the end-to-end onboarding journey.

Requirement Gathering

- Employee records must be created with personal and professional details.
- Employees should submit necessary documents for verification.
- HR needs automation for document approval workflows.
- Role assignment should be automated based on department/position.
- HR team should receive task assignments (e.g., laptop provisioning, ID card creation).

- Reports and dashboards must track onboarding progress.
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Stakeholder Analysis

- **HR Managers:** Oversee the onboarding process, approve documents, track progress.
 - **New Employees:** Submit documents, receive updates, complete onboarding steps.
 - **IT Support:** Assign devices, accounts, and technical resources.
 - **Compliance/Payroll Teams:** Verify regulatory documents and ensure smooth integration with payroll.
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Business Process Mapping

1. HR creates employee record.
2. Employee submits required documents.
3. System routes documents for approval.
4. Role is assigned automatically.
5. HR tasks are generated (e.g., ID card, workstation setup).
6. Employee completes first-day tasks.
7. Dashboard tracks progress and status.

Possible exceptions:

- Document rejection requiring resubmission.
 - Role reassignment in case of incorrect mapping.
 - Employee withdrawal or cancellation of onboarding.
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Industry-Specific Use Case Analysis

- **IT Companies:** Automating onboarding of large batches of employees, ensuring compliance.
 - **Educational Institutions:** Hiring faculty and staff with structured onboarding.
 - **Consulting/Services Firms:** Handling document-heavy onboarding with approval workflows.
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AppExchange Exploration

- Reviewed HR and onboarding apps on Salesforce AppExchange.
- Examples: HR Onboarding apps, task automation tools, and compliance management packages.
- Key features observed: automated document tracking, dashboards, approval workflows.

- These insights help design a Salesforce-native, customized onboarding system.