Employee Onboarding Guide

1. Pre-Joining Requirements

- Submit required documents: ID proof, address proof, education certificates.

- Complete background verification form.

- Review offer letter and sign NDA.

2. Day 1 Agenda

- Welcome session with HR.

- IT team sets up laptop and credentials.

- Introduction to reporting manager and team.

- Office tour (or virtual orientation for remote employees).

3. Account Setup

- HRMS login credentials issued.

- Access to email, Teams/Slack, and project tools.

- Mandatory password reset on first login.

4. Mandatory Training Modules

- Code of Conduct Training

- Data Security & Privacy Training

- Workplace Safety Training

- Anti-Harassment Policies

5. Probation Expectations

- Initial goals assigned by the manager.

- Monthly check-in meetings scheduled.

- Performance evaluation at 6-month mark.

6. Support Contacts

- HR Executive: For policies, leaves, paperwork.

- IT Helpdesk: For laptop, access, and software issues.

- Admin Team: For seating, ID card, resources.

7. Post-Onboarding Checklist

- Complete compliance courses.

- Upload bank details for salary.

- Join internal communication groups.

- Attend introductory sessions of your department.

8. Transition to Full-Time

- Confirmation email after successful evaluation.

- Eligibility for bonuses & allowances begins post-confirmation.