

EMPLOYEE ONBOARDING PROCESS

Prepared For
**BRAINWAVE MATRIX
SOLUTIONS**

Prepared By
M SAMEER SHAHZAD



DIFFERENT PHASES OF EMPLOYEE ON-BOARDING PROCESS

Phase 1- PreBoarding (**Before The First Day**)

FIRST IMPRESSIONS LAST. IT IS, THEREFORE, ESSENTIAL TO MAKE NEW HIRES FEEL WELCOME AND APPRECIATED RIGHT AWAY. SENDING PEOPLE A WARM WELCOME EMAIL CONTRIBUTES TO A POSITIVE FIRST IMPRESSION AND INCREASED RETENTION.

A WELCOME EMAIL FOR NEW HIRES IS ALSO A GREAT WAY TO SHARE INFORMATION AND INTRODUCE YOUR NEW EMPLOYEES TO YOUR COMPANY CULTURE.

DIFFERENT PHASES OF EMPLOYEE ON-BOARDING PROCESS

Phase 2- **First Day**

WARM WELCOME

- ***PERSONAL GREETING:** HAVE A MANAGER OR **HR REPRESENTATIVE** GREET THE NEW HIRE AT THE ENTRANCE.*
- ***OFFICE TOUR:** GIVE A COMPREHENSIVE TOUR OF THE OFFICE, INCLUDING KEY AREAS SUCH AS RESTROOMS, BREAK ROOMS, EMERGENCY EXITS, AND DEPARTMENT LOCATIONS.*

TEAM INTRODUCTIONS

- **MEET THE TEAM:** INTRODUCE THE NEW HIRE TO THEIR TEAM MEMBERS AND KEY STAKEHOLDERS.
- **BUDDY SYSTEM:** ASSIGN A MENTOR OR BUDDY TO GUIDE THEM THROUGH THE FIRST FEW WEEKS, PROVIDING SUPPORT AND ANSWERING QUESTIONS.

DIFFERENT PHASES OF EMPLOYEE ON-BOARDING PROCESS

Phase 3- **First Week**

ROLE SPECIFIC TRAINING

- ***JOB DESCRIPTION REVIEW: GO OVER THE NEW HIRE'S JOB DESCRIPTION, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS.***
- ***TRAINING SCHEDULE: PROVIDE A DETAILED TRAINING SCHEDULE, INCLUDING HANDS-ON TASKS, SHADOWING SESSIONS, AND ACCESS TO TRAINING MATERIALS.***

INTEGRATION ACTIVITIES

- ***WELCOME LUNCH: ORGANIZE A TEAM LUNCH OR INFORMAL GATHERING TO HELP THE NEW HIRE BOND WITH COLLEAGUES.***
- ***CHECK-INS: SCHEDULE REGULAR CHECK-INS WITH THE NEW HIRE'S MANAGER TO DISCUSS PROGRESS, ADDRESS CONCERNS, AND PROVIDE FEEDBACK.***

DIFFERENT PHASES OF EMPLOYEE ON-BOARDING PROCESS

Phase 4- Sending and completing Pre-employment paperwork

AS WE'VE ALREADY MENTIONED, THE PRE-BOARDING PERIOD IS AN EXCELLENT TIME TO GET ALL THE NECESSARY PRE-EMPLOYMENT PAPERWORK OUT OF THE WAY. IT ALLOWS NEW HIRES TO GO THROUGH THIS (SOMETIMES RELATIVELY DRY) PAPERWORK AT THEIR OWN PACE RATHER THAN RUSH THROUGH IT DURING ON-BOARDING.

DOCUMENTS TO THINK OF IN THIS REGARD INCLUDE VARIOUS TAX AND EMPLOYMENT FORMS, COMPANY POLICIES, THE EMPLOYEE HANDBOOK AND INFORMATION ABOUT AVAILABLE RESOURCES, BENEFITS, AND PERKS OFFERED BY THE COMPANY TO ITS EMPLOYEES.

DIFFERENT PHASES OF EMPLOYEE ON-BOARDING PROCESS

HR ACTION POINTS

- **LIST ALL THE PAPERWORK THAT NEEDS TO BE SHARED WITH OR SIGNED BY NEW HIRES**
- **CREATE A TIMELINE THAT INDICATES WHEN YOU'LL SHARE WHICH INFORMATION. INCLUDE (AUTOMATED) REMINDERS FOR DOCUMENTS THAT THE NEW EMPLOYEE NEEDS TO SIGN**
- **AVOID SENDING TOO MUCH INFORMATION AT ONCE TO KEEP THINGS MANAGEABLE FOR NEW HIRES**
- **ASK NEW HIRES FOR FEEDBACK ABOUT THIS PART OF THEIR PRE-BOARDING; WHAT DO THEY BELIEVE WENT WELL, AND WHAT CAN BE IMPROVED?**

DIFFERENT PHASES OF EMPLOYEE ON-BOARDING PROCESS

Phase 5- **Remind managers to inform the team of the new hire**

TELLING THE TEAM ABOUT A NEW PERSON STARTING IS NOT SOMETHING MOST MANAGERS WILL FORGET, BUT IT'S GOOD TO PROVIDE THEM WITH SOME GUIDANCE ON HOW TO GO ABOUT THIS.

BRIEFING THE TEAM ON THE NEW HIRE, THEIR ROLE AND RESPONSIBILITIES CREATES ROLE CLARITY AND EXPLAINS WHAT PROJECTS THE NEW COLLEAGUE WILL BE INVOLVED IN. IT ALSO HELPS MAKE THE NEW HIRE FEEL WELCOME ON THEIR FIRST DAY.