HR sends the official offer letter to the selected candidate.

Candidate accepts the offer and returns the signed document.

HR creates a new employee ID in the HRMS system.

IT department sets up email, laptop, and access credentials.

Admin prepares the welcome kit and access card.

Manager assigns a mentor and shares the training schedule.

Step 7: On Day 1, the HR representative conducts an onboarding session.

The new employee submits KYC documents for verification.

Finance sets up salary account and reimbursements portal.

HR schedules a 30-day check-in to assess onboarding progress.