

The onboarding process begins once a candidate accepts their offer. The HR team should initiate the employee creation process in the HRMS system and ensure all relevant information is entered accurately.

Next, IT support must prepare all required equipment including laptops, accessories, and access credentials. This setup should be completed at least two days before the employee's first working day.

Before Day 1, administrative staff are responsible for preparing the welcome kit and arranging temporary access badges.

On the first day, HR should welcome the new hire and conduct an orientation session covering company policies, benefits, and team introductions. Following this, managers are encouraged to introduce the new employee to their mentor and walk through the training roadmap.

KYC documents must be collected by the end of Day 2 and submitted for verification. Once verification is complete, Finance should proceed with payroll setup and grant access to the reimbursement portal.

The employee's line manager should check in after the first two weeks to evaluate progress and address any onboarding issues.

Finally, HR schedules a feedback session at the 30-day mark to finalize the onboarding process.