

- Step 1: HR sends the official offer letter to the selected candidate.
- Step 2: Candidate accepts the offer and returns the signed document.
- Step 3: HR creates a new employee ID in the HRMS system.
- Step 4: IT department sets up email, laptop, and access credentials.
- Step 5: Admin prepares the welcome kit and access card.
- Step 6: Manager assigns a mentor and shares the training schedule.
- Step 7: On Day 1, the HR representative conducts an onboarding session.
- Step 8: The new employee submits KYC documents for verification.
- Step 9: Finance sets up salary account and reimbursements portal.
- Step 10: HR schedules a 30-day check-in to assess onboarding progress.