

# Employee Onboarding Process Design by G Soniya

## Employee Onboarding Workflow Steps

### **1. Offer Letter Issued**

- HR sends the official offer letter to the selected candidate.

### **2. Pre-Joining Documentation**

- Candidate submits ID proof, educational certificates, and signed offer.

### **3. Welcome Email Sent**

- HR sends a welcome email with joining details, contact person, and orientation schedule.

### **4. Employee Joins Company**

- On joining day, the employee reports to HR and signs joining forms.

### **5. Introduction & Orientation**

- HR introduces the employee to the team and conducts company policy orientation.

### **6. IT Setup & Workspace Allocation**

- IT team sets up laptop, email ID, tools access, and assigns desk.

### **7. Buddy Assigned (Optional)**

- A team member is assigned to help the new employee settle in.

### **8. Training Schedule Shared**

- HR shares the training calendar for the first week/month.

### **9. Feedback Collected**

- After a week, HR collects feedback on the onboarding experience.

☒ Task

☐ Offer letter sent and accepted

☐ Documents collected (ID, certificates)

☐ Welcome email sent

☐ Joining form filled

☐ Laptop & Email ID setup

☐ Introduction to team done

☐ Orientation conducted

☐ Buddy assigned

☐ Training plan shared

☐ Feedback collected

## Sample Welcome Email

Subject: Welcome to the Team, [Employee Name]!

Hi [Employee Name],

Welcome to [Company Name]! 🎉

We are excited to have you join us as a [Job Title] starting on [Joining Date]. Your presence will be a valuable addition to our team.

Please find the joining instructions and orientation schedule attached. Your point of contact on Day 1 will be [Buddy Name / HR contact].

If you have any questions or need assistance before your joining, feel free to reach out to us at [email/phone].

Wishing you a great start and lots of success with us!

Warm regards,

G Soniya

HR Team

[Company Name]

## **Final Structure of Your Project:**

1. Title
2. Workflow Steps
3. Onboarding Checklist
4. Sample Email