Title: NovaSoft New Employee Onboarding Guide

1. Before joining

- HR shares the offer letter, joining date, and required documents by email.

- New employees should complete the joining forms at least 2 days before their start date.

2. First day schedule

- Reporting time on the first day is 10:00 AM.

- HR will conduct a 1-hour induction session covering company policies and benefits.

- IT will hand over the laptop and help set up email, Slack, and VPN.

3. First week

- The reporting manager will share a 1-week onboarding plan with tasks and meetings.

- New employees should attend intro meetings with key team members and stakeholders.

- Access to project repositories and dashboards will be granted within the first 2 days.

4. Mandatory trainings

- All new employees must complete the following trainings in the first month:

    - Code of Conduct & Anti-Harassment.

    - Information Security Awareness.

    - Basic Product Overview of NovaSoft.

5. Probation goals

- During probation, each new employee will have 3–5 clear goals agreed with the manager.

- Progress on goals is reviewed at the end of each month.

6. Whom to contact

- For HR or payroll queries, email hr@novasoft.example.

- For IT issues, raise a ticket on the IT helpdesk portal.

- For project questions, contact the reporting manager.

7. Pre-joining checklist

- New employees should share their PAN, Aadhaar or other required government IDs securely through the HR portal.

- Bank account details for salary credit must be submitted before the first payroll cycle.

- If relocation assistance is provided, HR will share the process and required documents.

8. Buddy program

- Each new joiner is assigned a "buddy" from their team for the first month.

- The buddy's role is to answer informal questions and help the new hire understand team culture.
- Buddies are encouraged to schedule at least two catch-ups in the first month.

9. Tools and accounts

- By the end of the first week, new employees should have access to:
  - Email and calendar.
  - Slack and company wiki.
  - Project management tools like Jira or Trello.
  - Code repositories and CI/CD dashboards.
- If any access is missing, they should raise an IT ticket.

10. First 30 days

- In the first month, new hires are expected to:
  - Understand the overall product and architecture at a high level.
  - Complete all mandatory trainings.
  - Deliver at least one small, well-scoped task with guidance from the team.

11. Feedback and check-ins

- Managers should schedule weekly 1:1 meetings with new joiners during probation.
- Feedback should cover both technical work and cultural fit.
- New employees can also share what is going well and what support they need.

12. Permanent ID card and benefits

- Permanent ID cards are usually issued within 2 weeks of joining.
- Details about health insurance, PF, and other benefits will be explained in the HR induction.
- Employees should review their benefit options and raise questions if anything is unclear.

13. Probation completion

- At the end of probation, the manager submits an evaluation to HR.
- Based on this, the employee is either confirmed, extended on probation, or in rare cases, separated.
- Confirmation letters are issued by email and stored in the employee's HR file.

14. Early support channel

- NovaSoft encourages new hires to speak up early if they feel stuck or confused.
- They can talk to their buddy, manager, or HR at any time.

- The aim of onboarding is to make new employees feel productive and included as quickly as possible.