1. **PURPOSE**

The purpose of the onboarding process is to document the procedures involved to ensure that all new hires are successfully incorporated into the company’s system where they can begin and maintain productive and efficient employment throughout their tenure.

* 1. The goal of the onboarding process is to create a uniformed output that would allow Human Resources (HR) staff to:
     1. Lead the efforts in building an employee’s understanding of the organization.
     2. Support the efforts ensuring that the employee understands their role, how they contribute to their team, and how their team adds value to the organization.
     3. Support the efforts to developing and increasing the employee’s knowledge of the functions, processes, and skills required for success in their role.

1. **INPUTS and ENTRY CRITERIA**
   1. The HR representative maintains the responsibility for extending offer letters to final candidates. The signed offer letter initiates Onboarding activities, including distribution of access to upload new hire information into the designated Human Resources Information System (HRIS), new hire notifications to other applicable departments, and orientation preparation. This process can be found on the company’s SharePoint site for reference as needed - [Human Resources - Process - All Documents (sharepoint.com)](https://j3llc.sharepoint.com/hr/Shared%20Documents/Forms/AllItems.aspx?id=%2Fhr%2FShared%20Documents%2FHR%20Processes%2FTermination%2FProcess&viewid=293470fe%2D4522%2D4f16%2D876d%2D58545a639afd).
2. **ACTIVITIES**
   1. The HR department maintains the organization’s onboarding responsibilities for the new hire. The departmental and project managers are responsible for all project related onboarding activities.
   2. Using an Onboarding workflow, the HR representative creates a new workflow within 5 to10 business days of the new hire’s start date, unless otherwise noted. The workflow includes activities required to ensure the new hire’s acclimation to the organization, related to HR, Information Technology (IT), Accounting/Finance.
      1. *HR and Accounting/Finance.* In preparation for the new hire’s acclimation to the company by their start date, the HR representative creates accounts in the HRIS and timekeeping platforms and works with the new hire to:
         1. Upload their personal information to the company’ HRIS
         2. Establish their profile within the company’s timekeeping system
         3. Create and develop their biography and photograph for the company’s Website
         4. Review the company’s benefits and be prepared to make selection when offer to participate is available.
         5. Meet other departmental and project employees whose work intersects with the new hire’s roles and responsibilities.
      2. *IT.* In preparation to fulfill the new hire’s IT related needs, the HR representative informs the IT Administrator of the new hire’s onboarding. The following information is provided to the administrator:
         1. Name
         2. Start Date
         3. Department/ Project
         4. Manager/Supervisor
         5. Personal Email Address and Telephone Number
      3. The IT Administrator ensures the set up and functioning of the new hire’s workstation in accordance with IT departmental processes and procedures guiding the provision and use of J3’s computer-related equipment (all laptops must be authorized by the new hire’s supervisor.)
      4. The IT Administrator is also responsible for creating the new hire’s email account, system login/password instructions, and enabling SharePoint access.
3. **ROLES**

| **Stakeholder** | **Process** | **Role** |
| --- | --- | --- |
| HR Department Lead/J3 Executive | Oversee, Develop, Implement, Inform, Control, Maintain, Update, and Improve this procedure and inputs/outputs. | * Maintain primary decision-making authority, approve access to document storage, finalize and improve activities related to this process. * Direct staff activities as related to these process and procedures. * Ensure adherence to the activities related to these procedures. * Report progress, issues, and risks to the assigned Executive as it relates to the procedures outlined in this process. |
| HR Generalist | Develop, Implement, Inform, Control, Maintain, Update, and Improve this procedure’s and inputs/outputs | * Serve as back up to the HR Department Heads efforts if the role exists. * Assume all responsibilities outlined in this process. * Maintain, monitor, and input information into the electronic database. * Ensure managers adherence to the activities related to this process. * Report progress issues, and risks to the HR Department Head. |
| Department/Project Manager or Designee | Develop, inform, educate, and update this procedure’s outputs.  Adhere to this procedure.  Recommend process workflow improvements | * Use the tools provided by HR to recruit and select the best qualified candidate. * Inform and educate designated stakeholders of this process and their role. |
| Newly Hired Employee | Adherence and provision | * Adherence to the process by providing requested information. |

1. **MEASURES**

* Onboarding Timeframe

1. **VERIFICATION STEPS**
   1. The HR department will document and monitor draft submission compliance to determine the need for an overall or “as per” training.
   2. Annually, the HR department head reviews current procedures and forms to ensure they are aligned with industry standards.
   3. Throughout the year the staff will discuss recruitment and selection procedures and forms during departmental meetings. Meeting attendants will share findings, progress, issues and risks, and solutions to allow continued improvement and revisions when necessary. Also, throughout the year, the HR department head will report status to the company’s executives to ensure alignment with company goals.
2. **OUTPUTS AND EXIT CRITERIA**
   1. Use of Timesheets
   2. Information uploaded into the company’s HRIS
   3. New Hire Paid in the respective pay cycle
3. **REFERENCES**

None

**9.0 APPENDICES**

None