📔 HR Onboarding Assistant — Project Documentation

1. Project Overview

The **HR Onboarding Assistant** is an AI-powered system built using **IBM watsonx Orchestrate**. It automates repetitive HR onboarding tasks, improves employee experience, and reduces manual workload.

Key Capabilities:

- Generates personalized onboarding plans

- Drafts professional welcome emails

- Provides onboarding document checklists

- Answers HR onboarding questions using AI

- Executes automated workflows using agentic tools

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2. Problem Statement

Traditional onboarding processes are slow and inconsistent due to:

- Repetitive, manual HR tasks

- Delayed communication with new employees

- Lack of standardized onboarding plans

- Confusion around required documents

- HR teams answering the same queries repeatedly

This results in onboarding delays and poor employee experience.

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3. Solution Summary

The agent built with IBM watsonx Orchestrate solves these problems through:

✔ Personalized Onboarding Plans

Generated using employee role, joining date, and location.

✔ Automated Welcome Emails

Professional emails drafted instantly.

✔ Document Checklist

Standardized list of required onboarding documents.

✔ Workflow-Based Execution

A custom agentic workflow performs logic-based operations.

✔ FAQ Support

AI responds to onboarding questions accurately.

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4. Architecture (Text-Based Diagram)

User

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HR Onboarding AI Agent (watsonx Orchestrate)

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Intent Detection → Guideline Rules

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Workflow Invocation (Agentic Workflow)

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HR Onboarding Workflow

   → Generate Onboarding Plan

   → Draft Welcome Email

   → Provide Document Checklist

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AI Response to User

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5. Workflow Description

Tool Name:

HR Onboarding Workflow

Inputs:

- **employee_role** (String)

- **joining_date** (String/Date)

- **location** (String)

Outputs:

- **onboarding_plan**

- **welcome_email**

- **required_documents**

Workflow Logic Summary:

The workflow receives employee details → processes logic → returns structured outputs → agent uses them to respond to the user.

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6. Agent Guidelines

Guideline 1 — Create Onboarding Plan

- **Trigger:** User asks for onboarding plan, steps, checklist, or guidance.

- **Action:** Invoke HR Onboarding Workflow → return generated onboarding plan.

Guideline 2 — Draft Welcome Email

- **Trigger:** User requests a welcome email for a new employee.

- **Action:** Use workflow output to create a professional welcome email.

Guideline 3 — Document Checklist

- **Trigger:** User asks which documents are needed for onboarding.

- **Action:** Provide a standardized list of required documents.

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7. Sample Output Examples

A. Onboarding Plan

Automatically generated based on role, joining date, and location.

B. Welcome Email

Professional, personalized email template produced by the agent.

C. Document Checklist

Consistent list including ID proofs, address proof, educational documents, etc.

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8. Technologies Used

- IBM **watsonx Orchestrate**

- Agentic Workflow Builder

- Foundation Models (Granite / Llama)

- Natural Language Understanding

- Prompt Engineering