

2. RACI Chart – Task: Onboarding New IT Staff

Task	Responsible	Accountable	Consulted	Informed
Create and issue onboarding checklist	IT Lead	HR Manager	Supervisor	New Hire
Set up system and software access	IT Support	IT Lead	HR	New Hire, Manager
Conduct orientation session	HR	HR Manager	IT Lead	New Hire
Assign mentor and shadowing plan	Supervisor	IT Lead	HR, Team Lead	New Hire
Review KPI expectations	Supervisor	IT Lead	HR	New Hire
Schedule first performance check-in	Supervisor	Supervisor	HR	New Hire