

## **RACI Matrix – Onboarding a New Employee**

<b>Task / Activity</b>	<b>HR Manager</b>	<b>IT Support</b>	<b>Hiring Manager</b>	<b>New Employee</b>
Send Offer Letter	R	C	A	I
Collect Pre-Joining Documents	A	I	C	R
Verify Submitted Documents	A	I	C	R
Set Up Workstation & Hardware	C	A	I	I
Create Email ID & Access Rights	I	A	C	I
Prepare Welcome Kit & ID Card	A	C	I	I
Schedule Orientation Session	A	C	R	I
Attend Orientation	I	I	I	R
Acknowledge Company Policies	I	I	I	R
Provide System Training	C	A	I	R
Track Onboarding Progress	R	R	A	I

### **Legend:**

- **R** = Responsible (person who does the work)
- **A** = Accountable (ultimate decision-maker or owner)
- **C** = Consulted (provides input)
- **I** = Informed (kept updated)