

5. A clearly labeled process model diagram with steps and swimlanes

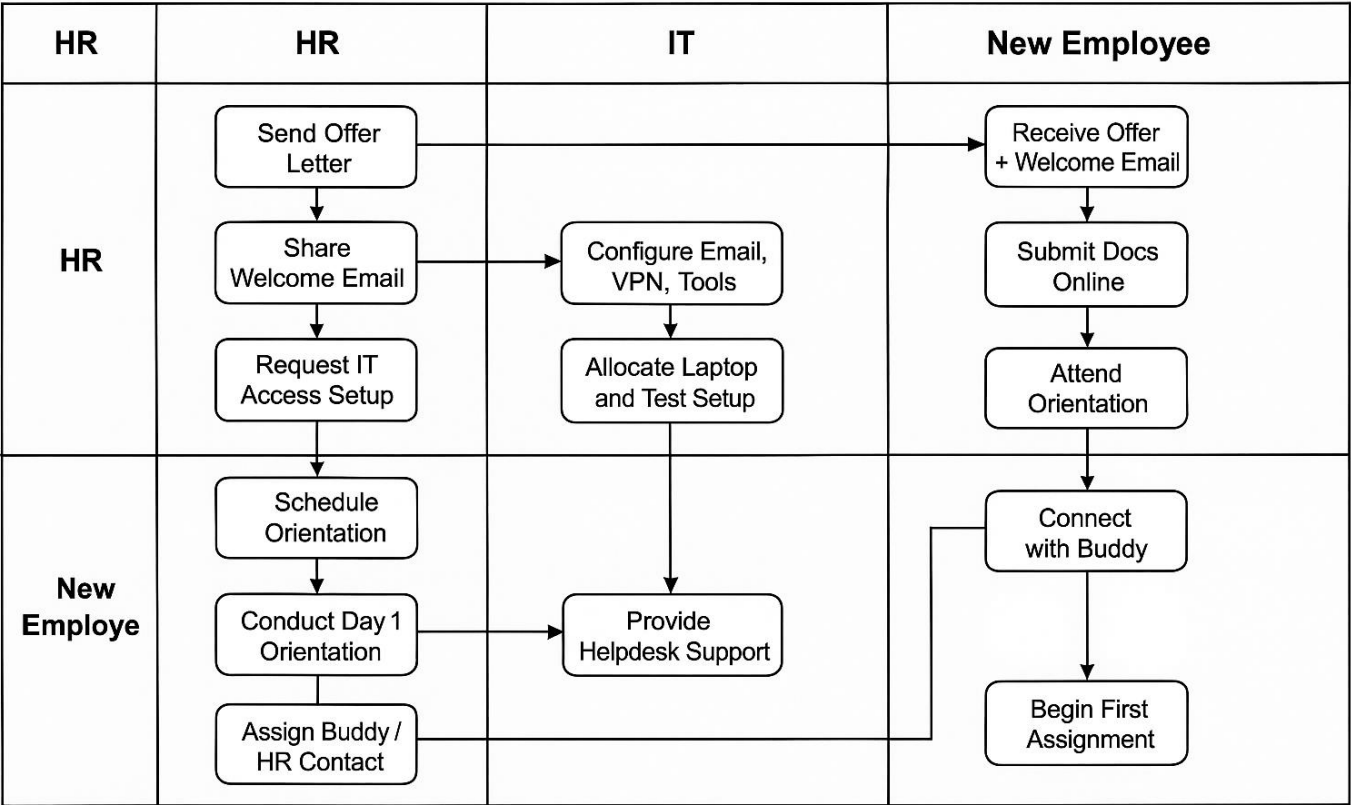
Process Model: New Employee Onboarding Workflow

EMPLOYEE ONBOARDING PROCESS

| HR | IT | New Employee |
|---------------------------|----------------------------------|-------------------------------|
| Send Offer Letter | | |
| Share Welcome Email | | Receive Offer + Welcome Email |
| Request IT Access SetUp | Configure Email,VPN,Tools | |
| Schedule Orientation | Allocation Laptop and Test setup | |
| Share Pre-Joining Docs | Confirm Device Setup | Submit Docs Online |
| Conduct Day 1 Orientation | Support for Tech Access | Attend Orientation |
| Assign Buddy / HR Contact | | Connect With Buddy |
| First week Check-In | Provide Helpdesk Support | Begin First Assignment |

Swimlanes:-

EMPLOYEE ONBOARDING PROCESS



Written Use Case Document

- **Use Case Title:** Onboard New Employee

1. Use Case ID: UC-HR-001

2. Actor(s):

- HR Manager
- IT Support
- New Employee
- Hiring Manager

3. Description:

This use case describes the steps involved in onboarding a new hire — from offer acceptance to full system setup and orientation. It coordinates HR, IT, and new employee responsibilities.

4. Preconditions:

- Candidate has accepted the job offer.
- Start date is confirmed.
- HR has initiated onboarding process.

5. Triggers:

- HR clicks "Initiate Onboarding" in the system.

6. Basic Flow (Main Scenario):

| Step | Actor | Action |
|------|----------------|---|
| 1 | HR Manager | Sends welcome email and onboarding link |
| 2 | New Employee | Fills out onboarding documents online |
| 3 | HR Manager | Reviews documents and submits IT access request |
| 4 | IT Support | Sets up email, Slack, VPN, software |
| 5 | IT Support | Allocates and configures a laptop |
| 6 | HR Coordinator | Schedules orientation and shares Day 1 agenda |
| 7 | New Employee | Attends orientation and begins initial training |

| Step | Actor | Action |
|------|-----------------|---|
| 8 | HR & Hiring Mgr | Perform Week 1 check-in and feedback collection |

7. Alternative Flows / Exceptions:

- **AF-1:** If document submission is delayed → HR sends reminder email.
- **AF-2:** If laptop stock is unavailable → IT assigns temporary virtual machine access.

8. Postconditions:

- Employee has system access, attends orientation, begins first assignment.
- All onboarding tasks are marked completed in tracking system.

9. Assumptions:

- All tools (HRMS, ITSM, Email, VPN) are available.

All stakeholders are notified via system triggers.