

ONBOARDING WORKFLOW

New Hire Timeline - Employee

ROLE	OFFER ACCEPTED	WELCOME & NOTIFICATIONS (PRE DAY 1)	EMPLOYEE START
Human Strategy/Recruiter	Full Time Employee onboarding: Receives signed offer letter via DocuSign from candidate following all salary negotiations.	Send out Welcome emails to New Hire New Hire-Employee <ul style="list-style-type: none"> Message from HS cc HM (attachments: Metsera Welcome, IT Introduction) Send out Internal emails <ul style="list-style-type: none"> Stakeholder <u>email</u> sent to HM, IT, Finance, Quality, EAs, HS <u>Email</u> to HM to refer to Onboarding Suite <ul style="list-style-type: none"> Onboarding Plan - 30/60/90 day Plan Onboarding Workflow US: Enter new-hire-data into HRIS to initiate onboarding (isolved-Solex) UK: Connect with Dunston to initiate onboarding (Armstrong Watson)	HS Orientation with New Hire
Hiring Manager	Consultant / Advisor onboarding: Provide Human Strategy with: name, job title, start date [if applicable], email address).	Initiate and Complete Onboarding Plan & Checklist IT Prep (Checklist item) Submit ad hoc IT requests to Eisner Amper (itsupport@eamts.com)	Review and Transfer Onboarding Plan & Checklist to New Hire Activities include: <ul style="list-style-type: none"> Company wide introductory email Coordinate 1:1 meetings and meet and greets
IT (Eisner Amper)		Prepares equipment and systems access for new hire	Set up call for laptop and systems configuration - Log-in, shortcuts, access
New Hire- Employee		Receives emails: <ul style="list-style-type: none"> First Contact: <u>Welcome Onboarding email from HS w/ IT instructions</u> Second Contact: Coordinate IT equipment w Digital Officer Third Contact: In country-payroll and onboarding tasks 	Access to training systems: IT Security, Compliance Wire, etc Review and work on Onboarding Plan & Checklist with Hiring Manager. Activities include: <ul style="list-style-type: none"> Metsera Portal Review Directory Bio Creation Introductory Meetings Complete role required training

