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**💼 Smart Employee Onboarding App**

**🚀 Project Overview**

Manual onboarding processes are often slow, inconsistent, and prone to errors. To solve this, I designed a **Smart Employee Onboarding App** using **Power Apps** and **Power Automate**. This solution streamlines onboarding for HR teams, automates document collection, task assignments, and sends welcome emails to new hires.

**🎯 Objective**

Create a centralized onboarding hub that:

* Reduces manual effort
* Improves task visibility
* Enhances new employee experience

**👥 User Roles & Needs**

| **Role** | **Needs** |
| --- | --- |
| HR Manager | Initiate onboarding, assign tasks, collect documents, monitor progress |
| New Employee | Receive welcome email, submit documents, complete onboarding tasks |
| Hiring Manager | Review checklist, receive milestone notifications |

**🔄 Key Processes**

* **Employee Onboarding Management**: End-to-end workflow from initiation to completion
* **Automated Notifications**: Real-time updates for HR and hiring managers
* **Welcome Email Flow**: Personalized emails sent automatically on Day 1

**🗃️ Data Model**

| **Table Name** | **Description** |
| --- | --- |
| Employee | Records of onboarded employees |
| Onboarding Task | Assigned tasks during onboarding |
| Document | Submitted employee documents |
| Department | Responsible departments |
| Onboarding Process | Tracks overall progress |
| Notification | Stores onboarding alerts |
| Welcome Email | Email templates and logs |

**🛠️ Technology Stack**

* **Power Apps**: Canvas app for HR, employees, and managers
* **Power Automate**: Flows for notifications and emails
* **AI Assistant**: Guides employees through onboarding via chat

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**🧠 Personal Reflection & Learning Summary**

This project was my first hands-on experience designing a business solution using **Power Apps** and **Power Automate**. I started with a simple idea: make onboarding easier for HR teams. Through research and experimentation, I learned how to:

* Structure user roles and requirements clearly
* Build a data model that supports real-world processes
* Use automation to reduce manual tasks and improve communication
* Design an intuitive interface for multiple user types

One of the biggest challenges was understanding how different flows interact and trigger events. I overcame this by studying Microsoft documentation, watching tutorials, and testing different configurations until everything worked smoothly.

This project taught me how to think like a solution architect—balancing user needs, technical feasibility, and business goals. It also boosted my confidence in using low-code tools to solve real problems.