

New Hire Onboarding Experience

- Initiative underway since September 2023 to improve New Hire Onboarding experience & enablement from Day 1
- Value Stream Mapping & identifying areas improvement at every step of the process

Key changes so far:

Improvement of Onboarding TAT

Handover of Laptop bag, ID card & assets on Day 1

Manager/Buddy Introduction on Day 1

New Hire experience survey after Week 1

Support Required:

- Mandatory Buddy assignment for all New Hires
- Manager & Buddy Meet & Greet on Day 1
- Enablement Plan within 1 week
- Ensure NHO 1 and NHO 2 participation by all New Hires as per schedule

New Hire Onboarding Check List

#	New Hire Day 1 Expectation	Timeline	
1	Meet & greet by HR Ops POC – Warm Welcome	On Day 1	By HROps
2	HR Orientation & Floor Walk – Share necessary details to get started	On Day 1	By HROps
3	Handover of ID card	On Day 1	By REWS
4	Handover of assets (laptop, headset)	On Day 1	By IT
5	Email ID set up	On Day 1	By UKG team
6	Handover of Laptop Bag	On Day 1	By HROps
7	Meet & greet and/or Lunch by Managers	On Day 1	By RMs/Team Members
8	Provide Key POC details – To get started	On Day 1	By HROps
9	Seat Allocation	On Day 1	RM to allocate. If it is not a scheduled RTO Day for the team –

			REWS can allocate hot seating for DOJ
10	Buddy Introduction	On Day 1	By RMs
11	Appointment Letter	Day 1 to 3	By HROps
12	System Accesses - UKG, SharePoint - leaves, Salesforce Ticketing, RP University, Teams etc	By Week 1	Need to evaluate if timeline can be reduced
13	Introduction to Team members/Colleagues	By Week 1	By RMs
14	Enablement Plan Kickoff	By Week 1	By RMs
15	Medibuddy & ADP access	1 week After 1st payroll	By C&B