MCP Inc. – New Employee Onboarding Program

Version: 2.0
Owner: HR & L&D Department

1. Overview

The onboarding program is designed to integrate new hires into MCP Inc.'s culture, tools, and workflows.

2. Schedule Outline

Day 1 – Welcome & Orientation

- Company overview
- Setup of accounts and workstations
- Office tour

Day 2 – Departmental Integration

- Meet with department leads
- Review team goals and KPIs

Day 3 – Product & Technology Overview

- Introduction to MCP Cloud, MCP Insight
- Hands-on training with demo data

Week 2 – Tools and Processes

- Jira, Confluence, Git training
- Security awareness session

3. Checklist

- ☐ ID badge issued
- ☐ Signed NDA
- ☐ Access to required systems
- ☐ Added to internal communication channels

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4. Evaluation

New hires complete a self-assessment and receive manager feedback at end of first month.