

Company Onboarding Policy

Welcome to Our Company

We are excited to have you join our team! This onboarding policy outlines key expectations, procedures, and important steps to ensure a smooth start.

1. First Day Checklist

- Submit signed offer letter.
 - Provide proof of identity and work authorization.
 - Complete benefits enrollment.
 - Set up work email and internal communication accounts.
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2. IT and Security Setup

- Configure two-factor authentication.
 - Review acceptable use policy.
 - Complete mandatory cybersecurity awareness training.
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3. Meetings and Orientation

- Attend new hire orientation with HR.
 - Meet your assigned onboarding buddy.
 - Schedule your manager one-on-one within the first week.
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4. Compliance and Company Policies

- Read and acknowledge employee handbook.
 - Review harassment prevention policy.
 - Understand time-off policies, leave procedures, and attendance expectations.
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5. Role-Specific Training

- Complete department-specific onboarding courses.
- Shadow senior team members.

Attend scheduled training sessions within the first 30 days.

6. Additional Resources

- HR Portal: [intranet.company/hr]
 - IT Support: [it.support@company.com]
 - Benefits Questions: [benefits@company.com]
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Questions? Contact your HR specialist or manager for assistance. We wish you success in your new role!