**HR Reporting Manager**

Department allocation is decided on which department he/she will be a part of.

Employee accepts offer letter  and joining date is decided.

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Before Arrival

HR setups email, company login, setups access card, company id badge, adds in O4S WhatsApp group, etc.

Joins the organization and meets the HR and HR introduces to his/her reporting manager

HR or Reporting Manager keep in touch so that new joiner gets acquainted with all the needs he would require in the organization

First Day

Introduce him/her to the company team and department. Gives a brief about the department and their job roles.

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HR provide desktop or laptop to new joiner.

HR records in the asset ledger of asset dispersal to new joiner and takes their signature.

Schedule a small meeting with new joiner to brief about his/her task on what they will be working upon.

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Briefs about the company policy and its work culture.

HR instructs third party background verification company for the new joiner background verification.

First Week

Give small tasks to joiner to help him/her gain knowledge about work profile and companies work culture.

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Invites new joiner to company’s activities/ events and show him/her around company’s office.

If any discrepancy found, inform to the reporting manager or senior authority.

First Month

Meet regularly with new joiner to build trust, relationship and assign new tasks and connect with each other to solve queries.

v

Conduct a survey on new joiner’s onboarding experience.

If background verification is found to be all genuine. HR maintains all the record in its employee database.