New Hire Onboarding SOP

Purpose:

This document is the SOP for the onboarding of new employees.

Scope:

This SOP is to be used for onboarding new hires/employees.

Responsibilities:

The IT department (individual who takes the ticket) will be responsible for creating the accounts and related access to systems as part of the overall onboarding process.

Prerequisites:

The IT department at Team Knonsense is responsible for the implementation, maintenance and review of this policy. This will only be done by the IT department, following our set SOP.
[SOPs](#)

Procedure:

- Make sure to begin with a fresh install of of [WindowsSetupSOP](#)
- Include all needed information including usernames and passwords in the report.
- Allow the new hire's user profile to RDP into/out of
- Initialize and add any needed servers, network drives, etc.
- Add [Email Client Setup SOP](#)
- Add any other needed or requested programs and applications.

References:

- [SOPs](#)

Definitions:

- SOP - Standard Operating Procedure
    - These are the guidelines and rules we follow for a given task.

Revision History:

5/16/2023 - Raphael Chookagian
5/18/2023 - Raphael Chookagian