

Manager's Reference Guide for New Joiner



Sr No	Events	Details of Events & Timelines for Managers
First Day of Joining		
1	Know your Manager	Provide a verbal interaction KYM(Know your Manager) to the new joiner about your working style and discuss the agenda for the first day.
2	Vision & Mission	Share Inspira's Vision, Mission and Values and how your department and the new joiner will support the same
3	Work Culture	Share information on Inspira's work culture: meetings, performance reviews, expectation on discipline, reporting mechanism and frequency of reporting, etc.
4	Stakeholder List	Share department specific Important list of inside & Outside Stakeholders with New Joiners.
5	CRM	For Sales & Presales new joiners should be informed about old cases mentioned in CRM by reporting manager and needs to encourage that all opportunities are captured in CRM.
6	Team E-Meet	Introduction to other members in the team.
7	KRA & Goals of Department	Discuss KRA and goals of Department (if not on 1st day then in 1st week of a candidate joining).
8	Assets	Check with new joiners on receipt of assets like laptop, data card, bag and adrenalin access for attendance & leave management, etc
First 15 days		
9	SOP	Introduce Verbally/written SOP related to work, process & project with New Joiner
10	Goal Setting	Provide a list of goals and accomplishments to be completed by new employee
11	Goal Setting	Update the goals on Adrenalin HRMS & approving it
12	KRA & Goals of Department	Review and share department priorities/key projects for ongoing year
13	Training Needs	Provide the new employee with a Training List to be completed and share the same with HR for training facilitation
First 30 days		
14	Engaging employee	intervention with New joiners within 30 days / Team Tea or Dinner(post Covid)
15	Review jobs & responsibilities	Review (30, 60, 90 days) job responsibilities and expectations , work relationship with others in the department and department/(work rules, work schedule, time away from work, meal break/work breaks, pay policies and procedures, office
Ongoing practices		
16	Performance Review	Conduct Mid year and annual reviews with new joiners
17	Engaging employee	Regular team get togethers for enhancing Team Bonding
For further details feel free to reach HR Team		