New Hire Onboarding at Optum India

We welcome you to Optum India! Our onboarding process is designed to make your transition smooth and ensure you are set up for success from day one. From document submission to orientation and HR support, this guide answers the most common questions new hires have.

Frequently Asked Questions (FAQ)

Where do I need to upload my official documents?

All required documents (educational certificates, ID proofs, previous employment letters, etc.) should be uploaded on the Optum onboarding portal within 7 days of receiving your offer letter. You will receive portal login credentials via email from the HR team.

How do I set up my company email and communication tools?

Once your joining formalities are completed, IT will provide your official Optum email ID. Instructions for setting up Outlook, Microsoft Teams, and other communication tools will be shared via a welcome email. Please complete setup before your first day of work.

When is the new hire orientation session?

New hire orientation sessions are conducted every Monday. The session introduces you to Optum's culture, policies, and benefits, and provides guidance on key tools and processes. Attendance is mandatory for all new employees.

Who is my main point of contact in HR for onboarding queries?

Your assigned HR Onboarding Specialist will be your main point of contact. Their name and contact details will be shared with you in the welcome email. You may also reach out to the central HR Helpdesk for urgent queries.