Acme Corp – New Employee Onboarding Guide

Welcome to the Team!

---

1. Introduction

We're excited to have you at Acme Corp. This guide will help you get started, understand our tools, and settle into your new role smoothly.

---

2. First Day Checklist

- ✅ Complete HR paperwork

- ✅ Set up your company email and Slack

- ✅ Receive your laptop and workspace access

- ✅ Meet your team and manager

- ✅ Review company policies

---

3. Tools & Platforms You'll Use

Tool	Purpose
Gmail / Outlook	Email Communication
Slack	Team Messaging
Asana	Task & Project Management
Confluence	Internal Documentation
ServiceDesk	IT Support Tickets

4. Company Policies (Summary)

- **Work Hours:** 9 AM – 6 PM (flexible schedule available)

- **Remote Work:** Hybrid and fully remote roles supported

- **Paid Time Off:** 20 days annually (plus holidays)

- **Conduct:** Be respectful, collaborative, and inclusive at all times

5. Frequently Asked Questions

Q: Who do I contact for IT support?
A: Submit a ticket through ServiceDesk or email *help@acmecorp.com*

Q: How do I apply for leave?
A: Use the HR portal to submit your PTO request

Q: When will I have my first performance review?
A: At the end of your 90-day onboarding period

6. Key Contacts

- **HR Team:** hr@acmecorp.com

- **IT Support:** help@acmecorp.com

- **Your Manager:** [Insert Name & Email]

7. Final Tips

- 💡 Don't hesitate to ask questions

- 📘 Bookmark the internal knowledge base

- 📅 Attend all onboarding sessions within your first week

- 🧭 Explore, connect, and have fun — we're here to help you succeed!