**ONBOARDING POLICY**

# TABLE OF CONTENTS

1. **PURPOSE**
2. **SCOPE**
3. **PRIMARY ROLE**
4. **TYPES OF ONBOARDING**
5. **ONBOARDING PROCESS FLOW**
   1. **Onboarding- Fulltime Employees, Fixed Term Contractors & Interns Conversions**
   2. **Onboarding- Contract to Permanent Employees ( Contract Conversions)**
   3. **Onboarding- Remote Locations**
   4. **Onboarding- Sub Contractors**
   5. **Onboarding Interns**
6. **ONBOARDING PROCESS FLOW CHART**
7. **DISCLAIMER**

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| 1.0 | 01/01/2018 | HR Operations | Initial Draft | Head, HR |
| 1.1 | 1/12/2018 | HR Operations | Added the process of interns, tool changes | Head, HR |

1. **PURPOSE**

The purpose of Employee On boarding process is to

* + Induct new hires into Altran
  + On Boarding Process is a more comprehensive process which ensures that the new employees are socialized into a company’s culture, in addition to being oriented to their specific job tasks and associated work expectations.

# SCOPE

This is applicable to all new hires including (Full Time Employees/Fixed Term Contractors/ Interns/Sub contractors (Third party).

# PRIMARY ROLE

* + Onboarding Team

# TYPES OF ONBOARDING

* + Onboarding- Fulltime Employees , Fixed Term Contractors & Interns Conversions
  + Onboarding- Contract to Permanent Employees ( Contract Conversions)
  + Onboarding- Remote Locations
  + Onboarding- Sub Contractors
  + Onboarding- Interns

# ONBOARDING PROCESS FLOW

## Onboarding- Fulltime Employees, Fixed Term Contractors & Interns Conversions

Recruitment team sends the HRIS links with the check list of documents prior 15 days for personal information updation after the offer acceptance by the candidate. OB spoc verifies the documents & informs the candidate on the insufficiency.

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| **Day 0 - Pre- Joining** |
| **Description**   * OB spoc sends out the mailer to the recruitment team for new joinee confirmation * Recruitment team confirm the list of new joinees for Onboarding * 1 day prior to the DOJ, OB sends out welcome email to the new joinees with the agenda, reporting details, check list of the documents   **Responsibilities**: Candidate/OB spoc/Recruiter |

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| **Day 1 – On Joining** |
| **Description**   * New Joinee reports on the DOJ * Registration & issuing the temp card by front desk * OB spoc greets the new joinee followed by welcome, attendance & floor walk * OB spoc provides the new joinee reporting status to the recruitment team. * Recruitment team generates the EM ID in linx. * Recruitment team provides the EMP ID to the OB team. * MDM to generate the mail account * HR Documentation (New Joinee forms) followed by appointment letter, sign off on the legal papers * Day 1 Induction & brief about the policies & generic links to be provided to the new hire * ID & access card process * Facilitate the HDFC bank account creation for the new joinees * OB spoc to provide the reporting & managers detail to the new joinees * OB spoc to hand over the welcome kit * OB spoc to inform the new joinees about new hire feedback onboarding survey * OB team to share the list of new joinees to the stake holders   **Responsibilities**: Candidate/OB spoc/Recruiter |

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| **Day 2 – Post Joining** |
| **Description**   * HROPs backend team generates the record in ESS portal. * OB spoc shares the list of new joinees to the share point team for releasing the generic links & New hire feedback OB survey mailer * OB spoc to provide the list of new joinees to the local IT team for new hire addition to the mailing list/DL * OB spoc sends out Induction PPT along with the generic links to the new joinees * OB spoc sends out new joinees total experience to the deliveriz team   **Responsibilities**: OB spoc |

**Note: Fixed term contractor extension will be communicated by HRBP after getting the confirmation from the business. HROPs team will share the contract extension letter with HRBPs for handing over to the employees.**

* 1. **Onboarding- Fixed Term Contract to Full Time Employees ( Contract Conversions)**

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| **Day 0 - Pre- Joining** |
| **Description**   * HRBP provides the new joinee conversion input to the HROP’s team, after the business and Finance approval * HROPs team issues the addendum letter to the HRBPs & sends to the business, updates MDM & HRIS.   **Responsibilities**: Candidate/HROPs/HRBP |

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| **Day 1 – On Joining** | **Day 2 – Post Joining** |
| **Description**   * OB team prepares the addendum copy of the appointment letter * Addendum copy of the appointment letter will be issued to the HRBP, followed by acknowledgement. * Acknowledged copy of the letter to be filed in the personal file * MDM/Peoplestrong retains the same EMP ID, & mail ac. * OB team to share the list of new joinees to the stake holders   **Responsibilities**: Candidate/OB spoc/Recruiter | **Description**   * HROPs team modifies the employment detail in ESS portal with the effective DOJ & other details. * OB spoc sends out new joinees total experience to the deliveriz team * OB spoc sends out Induction PPT along with the generic links to the new joinees   **Responsibilities**: OB spoc |

* 1. **Onboarding- Remote Locations**

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| **Day 0 - Pre- Joining** |
| **Description**   * OB spoc sends out the mailer to the recruitment team for new joinee confirmation * Recruitment team confirm the list of new joinees for Onboarding * 1 day prior to the DOJ, OB sends out welcome email to the new joinees with the agenda, reporting details, check list of the documents   **Responsibilities**: Candidate/OB spoc/Recruiter |

|  |  |
| --- | --- |
| **Day 1 – On Joining** | **Day 2 – Post Joining** |
| **Description**   * OB spoc to receive the confirmation email from the recruitment team on the joinee reporting status at remote location * OB spoc initiates the request for linx onboarding with the recruitment team * Recruitment team provides the EMP ID. * Remote location spoc will coordinate with the new joinee for completing the paper filling process if employee is at the reporting office; If not the OB spoc will coordinate with the new joinee for completing the paper process over the email. Hard copy of the document along with the forms will be sent to the central location via courier If not New joinee will send the soft copy of the document over the email. * New joinee to share the photograph for ID card process. * ID card process will be initiated * Soft copy of the appointment letter will be sent to the new joinee on the DOJ, same to be acknowledged by the employee on the DOJ. * OB spoc to share the employment details along with the reporting details to the new joinee * OB spoc to courier the hard copy of the appointment letter along with the ID card, welcome kit to the new joinee * Facilitate bank ac creation over the email by sharing the contact details of the bank coordinator * OB team to share the list of new joinees to the stakeholders   **Responsibilities**: Candidate/OB spoc/Recruiter | **Description**   * HROPs backend team generates the Employee record in ESS portal * Employee to share the acknowledged copy of the appointment letter, files it in the personal file. * OB spoc shares the list of new joinees to the share point team for releasing the generic links & New Hire feedback OB survey mailer * OB spoc to provide the list of new joinees to the local IT team for new hire addition to the mailing list/DL * OB spoc sends out Induction PPT along with the generic links to the new joinees. * OB spoc sends out new joinees total experience to the deliveriz team   **Responsibilities**: OB spoc |

* 1. **Onboarding- Sub Contractors**

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| **Day 0 - Pre- Joining** |
| **Description**   * Recruitment team updates the offer tracker /vendor management team shares the detail of the new joinee through email   **Responsibilities**: Vendor management spoc/Recruiter |

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| --- | --- |
| **Day 1 – On Joining** | **Day 2 – Post Joining** |
| **Description**   * New Joinee reports on the DOJ * Registration & issuing the temp card by the front desk * OB spoc greets the new joinee followed by welcome, attendance & floor walk * OB spoc provides the new joinee reporting status to the recruitment team / vendor management team * HR Documentation (New Joinee forms- 1st 5 pages of the forms & the NDA form, sign off on the legal papers) followed by documentation( 2 copies of the ID proof, 1 Photograph to be submitted) * Recruitment team/Vendor management team shares the IT form to the backend HROPs team to create the EMP ID. EMP ID creation in linx tool. * ID & access card process will be initiated * OB spoc to provide the reporting & managers detail to the new joinees * OB team to share the list of new joinees to the stake holders   **Responsibilities**: Candidate/OB spoc/Recruiter | **Description**   * HROPs backend team generates the Employee record in ESS portal * OB spoc shares the list of new joinees to the share point team for releasing the generic links * OB spoc to provide the list of new joinees to the local IT team for new hire addition to the mailing list/DL * OB spoc sends out new joinees total experience to the deliveriz team   **Responsibilities**: OB spoc |

* 1. **Onboarding- Interns**

Interns are hired through campus recruitment for a period of 6 months. During the period, Interns are paid stipend as per the company policy. At the end of the internship period, performance is reviewed and internship is extended or converted into full time employees based on the business need. Below is the process:

* + - Interns are hired basis the business requirement.
    - Recruitment team approaches the college for Interns hiring.
    - Recruitment team short list the candidate basis the requirement
    - Offers the candidate.
    - Recruitment team updates the offer tracker
    - HROPs backend team generated the EMP ID creation
    - Process of Intern Onboarding will remain same as Full time employee onboarding.
    - HR documentation followed by filling the 1st five pages of new joiner form, submitting the documents as check list, Internship letter.

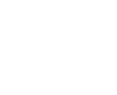
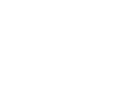
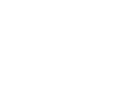
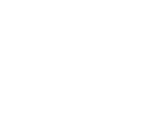
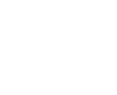
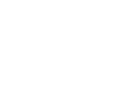
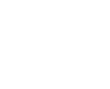
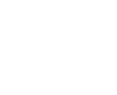
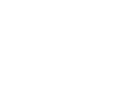
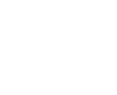
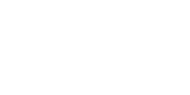
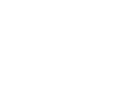
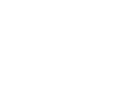
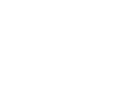
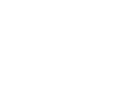
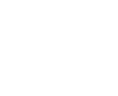
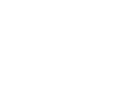
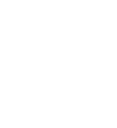
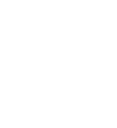
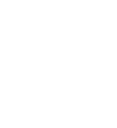
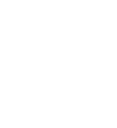
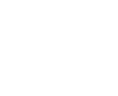
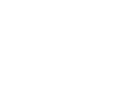
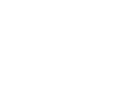
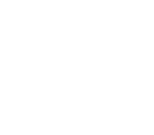
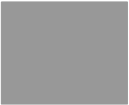
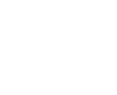
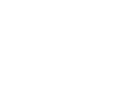
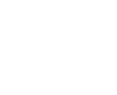
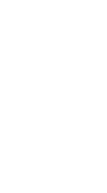
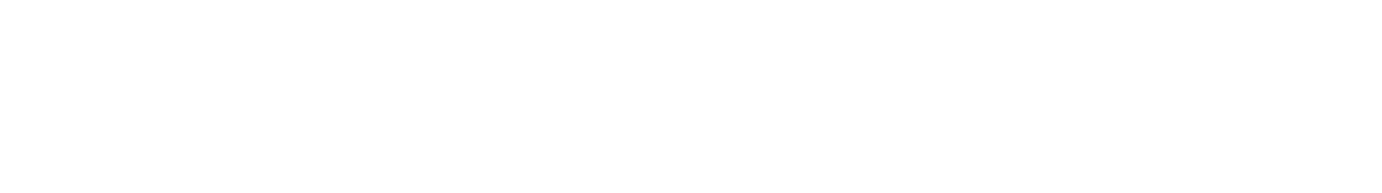
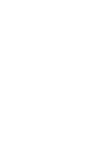
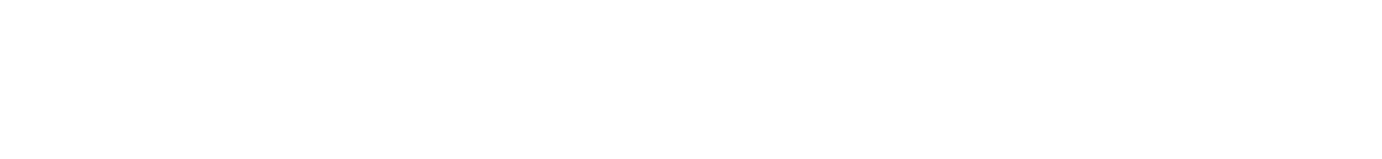
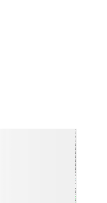
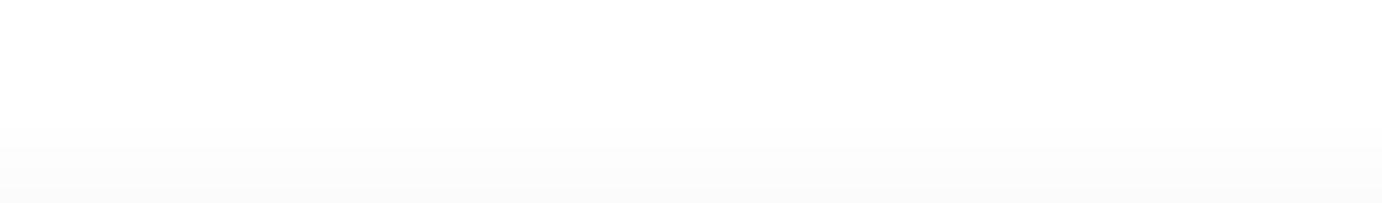
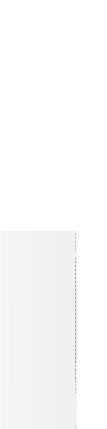
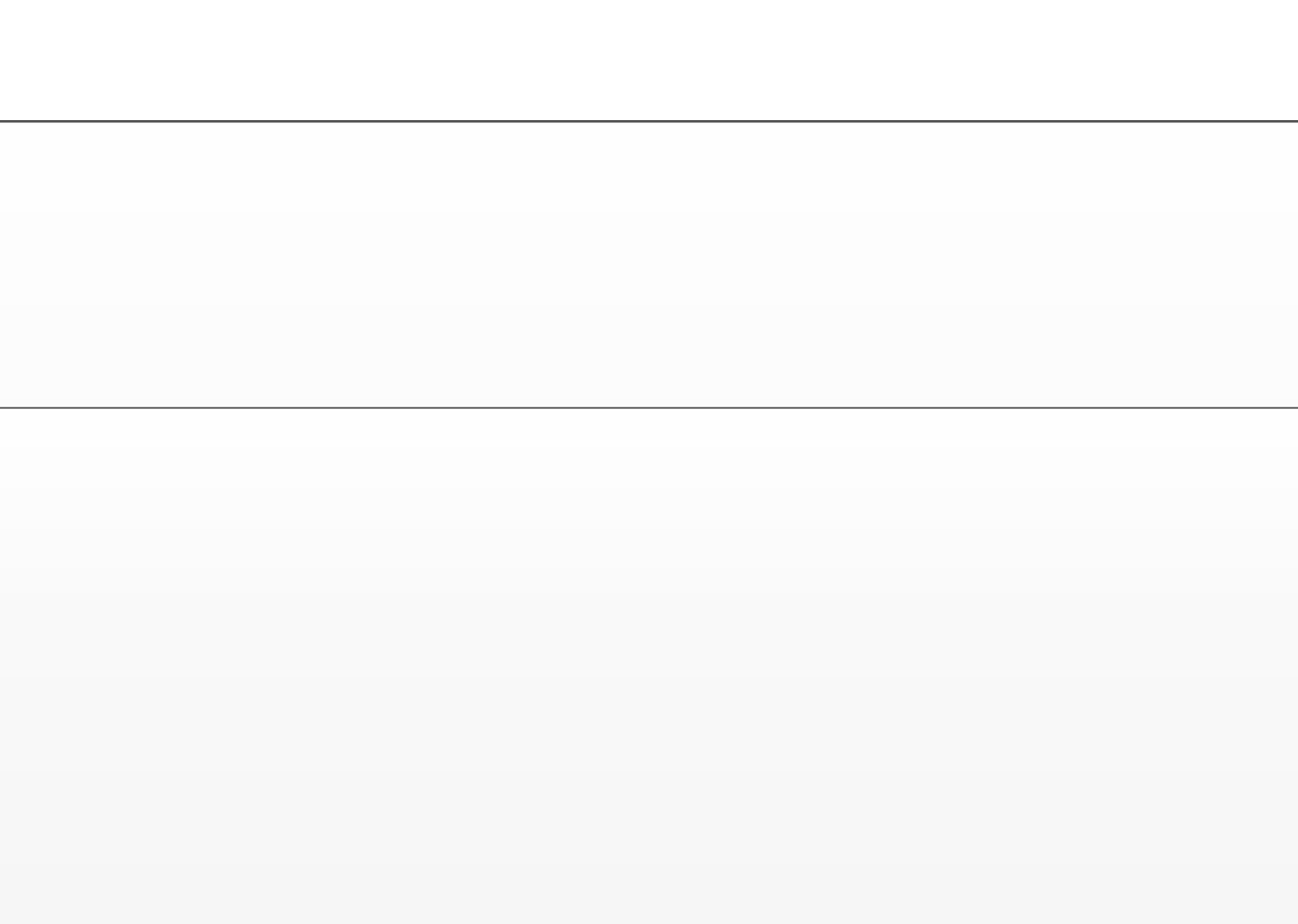
**HROPs/OB Team**

**Joining**

**Day 1**

**Admin/Front Desk Day 1**

1. **ONBOARDING PROCESS FLOW CHART**



OB team to share the list of new

joinees to the stakeholders(Managers,Deliveriz team)

ID card process

**Employee On boarding Process- FTE/FTC**

OB team sends out Induction PPT, POC detail to the new joinees

Form 11/PF forms handover to the PF team for PF ac generation

OB team generates the EMP record in peoplestrong

OB team generates

the MDM report

OB team provides the new joinee

detail to the IT team for adding the new hires to the mailing list

OB team provides the new joinee detail to the share point team to release the mailer on generic links & new hire feedback

onboarding survey

Admin to approve the access card request

Process The ID card

OB team to inform the new joinees about new hire feedback

onboarding survey

New joinees to receive the welcome kit

OB team to provide the reporting & manager detail to the new joinees

Facilitate bank ac creation

Day 1 Induction & brief information about important application & tools

New Joinee reports

on the DOJ

HR documentation (New Joinee forms) Followed by Appointment letter, sign off on the legal papers

Registration & issuing the Temp Card by the front desk

Recruitment team provides the EMP ID to the OB team. AED to generate the mail account after the linx onboarding

OB team provides the new joinee reporting status to the recruitment team, initiates the request for linx onboarding

OB team greets the new joinees followed by welcome, attendance & floor walk

Recruitment team Confirms the list of new joiners for Onboarding

OB team sends out mailer for New Joinee confirmation

Recruitment team updates the offer tracker

1 Day prior to the DOJ, OB team sends out welcome email to the new Joinees with the agenda, reporting details,Documentation

OB team to send out new joinee Experience detail to the deliveriz team

Provides ID & access card to the new joinees on the DOJ

OB team sends out New Joinees detail to the front desk

**Recruitment Pre-Joining Day 0**

1. **DISCLAIMER**

**HROPs/ OB Team**

**Post Joining**

**Day 2**

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