

Scope of Work

Project Title: HR Assist Agentic AI System

IDALS is delighted to welcome new employees to its workplace. This document outlines a step by step guide to ensure a seamless onboarding process for new team members. The goal is to provide new hires with the resources and support they need to integrate into their roles effectively and efficiently.

Onboarding Steps

1. Add Employee to the HRMS System

The first step is to new employee in IDALS's HRMS (Human Resource Management System). This ensures that the employee's information is recorded for payroll, benefits and other administrative purposes.

2. Send a Welcome Email

Once the employee is added to the HRMS, a welcome email should be sent to their official company email address which follows the format: employee_name@theidals.com. The email should include:

- A warm welcome message.
- The employee's login credentials for accessing the company's systems.
- Links to key resources such as the employee handbook and support portal.

3. Notify the manager

Inform manager about the new employee's onboarding process. Provide manager with new hire's start date and key details so that they can prepare for the employee's first day and align work expectations.

4. Raise Tickets

To ensure that the employee has all the tools they needed to get started, raise tickets for:

- A new course content addition.
- Instructor onboarding.
- Any other specific requirements specific to the employee's role.

5. Schedule an Introductory Meeting

Arrange an introductory meeting between the new employee and their manager. This meeting serves as an opportunity to:

- Discuss job responsibilities and expectations.
- Provide insights into IDALS's culture and goals.
- Answer any questions the new hire may have.

The meeting should ideally occur on the employee's first day.

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