Step 1: New Hire Documentation Submission
- Inputs: New hire information, required documents (e.g., resume, identification, signed contracts)
- Activities: Collect and review new hire documents, verify completeness and accuracy, ensure compliance with legal requirements
- Decision Points: Approve or reject the new hire documentation
- Outputs: Approved new hire documentation, employment agreement

Step 2: Background Check and Reference Verification
- Inputs: New hire's consent for background check, reference contacts
- Activities: Initiate background check process, contact references for verification
- Decision Points: Background check results satisfactory or unsatisfactory, reference verification completed
- Outputs: Background check report, verified reference information

Step 3: IT Access and System Setup
- Inputs: New hire's position and access requirements, IT system access request
- Activities: Request IT access and system setup, configure user accounts and permissions
- Decision Points: IT access granted or denied, system setup completed
- Outputs: User account credentials, configured IT systems

Step 4: Orientation and Training Arrangements
- Inputs: New hire's role and training needs, training resources and materials
- Activities: Schedule orientation session, coordinate training programs and materials
- Decision Points: Orientation and training arrangements finalized
- Outputs: Orientation schedule, training materials provided

Step 5: Onboarding and Probation Period Monitoring
- Inputs: New hire's performance goals, performance evaluation criteria
- Activities: Conduct onboarding activities (e.g., introducing team members, assigning mentors), monitor probation period progress
- Decision Points: Onboarding and probation period completed successfully or require additional support
- Outputs: Onboarding evaluation report, probation period review

Step 6: Performance Evaluation and Feedback
- Inputs: New hire's performance metrics, feedback from supervisors and team members
- Activities: Evaluate new hire's performance against predefined metrics, provide feedback and coaching
- Decision Points: Performance evaluation results, feedback provided
- Outputs: Performance evaluation report, feedback and coaching records

Step 7: Transition to Regular Employment
- Inputs: Successful completion of probation period, confirmation of regular employment status
- Activities: Update employment status, adjust benefits and compensation if applicable
- Decision Points: Transition to regular employment finalized
- Outputs: Updated employment agreement, revised benefits and compensation details

Step 8: Record Keeping and Archiving
- Inputs: Completed onboarding and employment documents

- Activities: Organize and maintain employee records, archive relevant documentation
- Decision Points: Record keeping and archiving completed
- Outputs: Archived employee records, document management logs

FlowChart:

```
Start ──► Step 1: New Hire Documentation Submission ──►
  │    │
  │    └─ Are the submitted documents complete and accurate?
  │        │
  │        ├─ Yes: Proceed to Step 2
  │        └─ No: Return to Step 1
  │
  ├─► Step 2: Background Check and Reference Verification ──►
  │    │
  │    └─ Are the background check and reference verification satisfactory?
  │        │
  │        ├─ Yes: Proceed to Step 3
  │        └─ No: Return to Step 1
  │
  ├─► Step 3: IT Access and System Setup ──►
  │    │
  │    └─ Is IT access granted and system setup completed?
  │        │
  │        ├─ Yes: Proceed to Step 4
  │        └─ No: Return to Step 1
  │
  ├─► Step 4: Orientation and Training Arrangements ──►
  │    │
  │    └─ Are the orientation and training arrangements finalized?
  │        │
  │        ├─ Yes: Proceed to Step 5
  │        └─ No: Return to Step 1
  │
  ├─► Step 5: Onboarding and Probation Period Monitoring ──►
  │    │
  │    └─ Is the onboarding and probation period completed successfully?
  │        │
  │        ├─ Yes: Proceed to Step 6
  │        └─ No: Require additional support, Return to Step 1
  │
  ├─► Step 6: Performance Evaluation and Feedback ──►
  │    │
```

```
|   └─ Are performance evaluation results provided?
|        |
|        ├─ Yes: Proceed to Step 7
|        └─ No: Return to Step 1
|
├─▶ Step 7: Transition to Regular Employment ──▶
|   |
|   └─ Is transition to regular employment finalized?
|        |
|        ├─ Yes: Proceed to Step 8
|        └─ No: Return to Step 1
|
└─▶ Step 8: Record Keeping and Archiving ──▶
    |
    └─ Are record keeping and archiving completed?
         |
         ├─ Yes: Process Completed
         └─ No: Return to Step 1
```