

Employee Onboarding Process:

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



