Employee Onboarding Process:

Step 1: New Hire Documentation Submission

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

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

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

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

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

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

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

Step 8: Record Keeping and Archiving a. Inputs: Completed onboarding and employment documents b. Activities: Organize and maintain employee records, archive relevant documentation c. Decision Points: Record keeping and archiving completed d. 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? │ │ ├