

# Employee Onboarding Process

Process Documentation

Document ID: PD-2024-001 | Version: 1.2 | Date: March 2024 | Owner: Human Resources

## 1. Purpose & Scope

This document describes the end-to-end process for onboarding new employees at Acme Corporation. It covers all activities from offer acceptance through the completion of the 30-day orientation period. This process applies to all full-time and part-time employees across all departments.

## 2. Roles & Responsibilities

HR Coordinator	Initiates onboarding workflow; prepares documentation; schedules orientation sessions.
Hiring Manager	Confirms start date; arranges equipment; assigns onboarding buddy.
IT Department	Provisions system access, hardware, and corporate email within 48 hours of start date.
New Employee	Completes required training modules and submits signed forms within specified deadlines.
Payroll Team	Processes direct deposit setup and verifies tax documentation within first week.

## 3. Process Steps

Step 1	Offer Accepted	HR sends welcome email with start date, reporting location, dress code, and first-day schedule.
Step 2	Pre-boarding	IT provisions laptop and access credentials. Manager prepares workspace and assembles welcome kit.
Step 3	Day 1 – Orientation	New employee attends general orientation, completes I-9 verification, and meets their onboarding buddy.
Step 4	Week 1	Department-specific training begins. Employee completes required compliance modules in the LMS.
Step 5	Days 8–30	Employee shadows team members, attends scheduled 1:1s with manager, and completes role-based training.
Step 6	30-Day Check-in	HR and manager conduct formal check-in to assess progress and address any concerns.

## 4. Inputs & Outputs

Inputs	Signed offer letter, completed background check, new hire forms (W-4, direct deposit, I-9).
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<b>Outputs</b>	Fully provisioned employee account, completed training records, signed acknowledgements on file.
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## 5. Related Documents

- IT Equipment Request Form (IT-FORM-007)
- New Hire Compliance Training Checklist (HR-FORM-015)
- 30-Day Onboarding Survey (HR-FORM-022)
- Employee Handbook v4.1