

HR-030 Onboarding

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- Onboarding manages the integration of employees into the organization, from offer acceptance through first 30 days.
- Includes obtaining employment, personal and tax-related information, introducing the employee into the organization, assigning company property, and determining training curricula
 - Critical to achieve productivity and to improve retention of employees

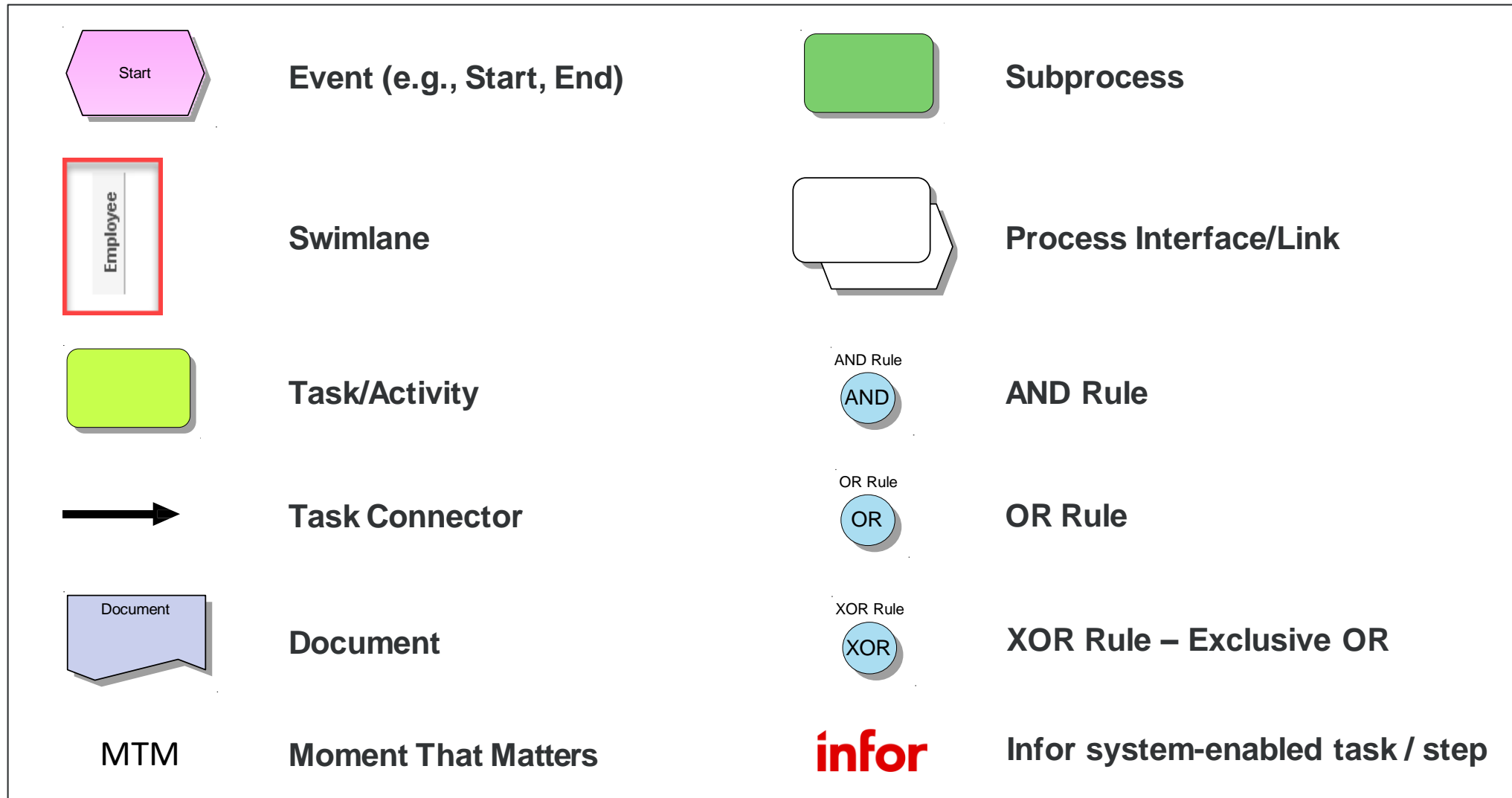
HR-030-010 Conduct Pre-Boarding

- Conduct pre-hire activities such as:
- Compiling relevant paperwork for new hires
 - Entering any applicable scheduling data into the system
 - Coordinating first day logistics

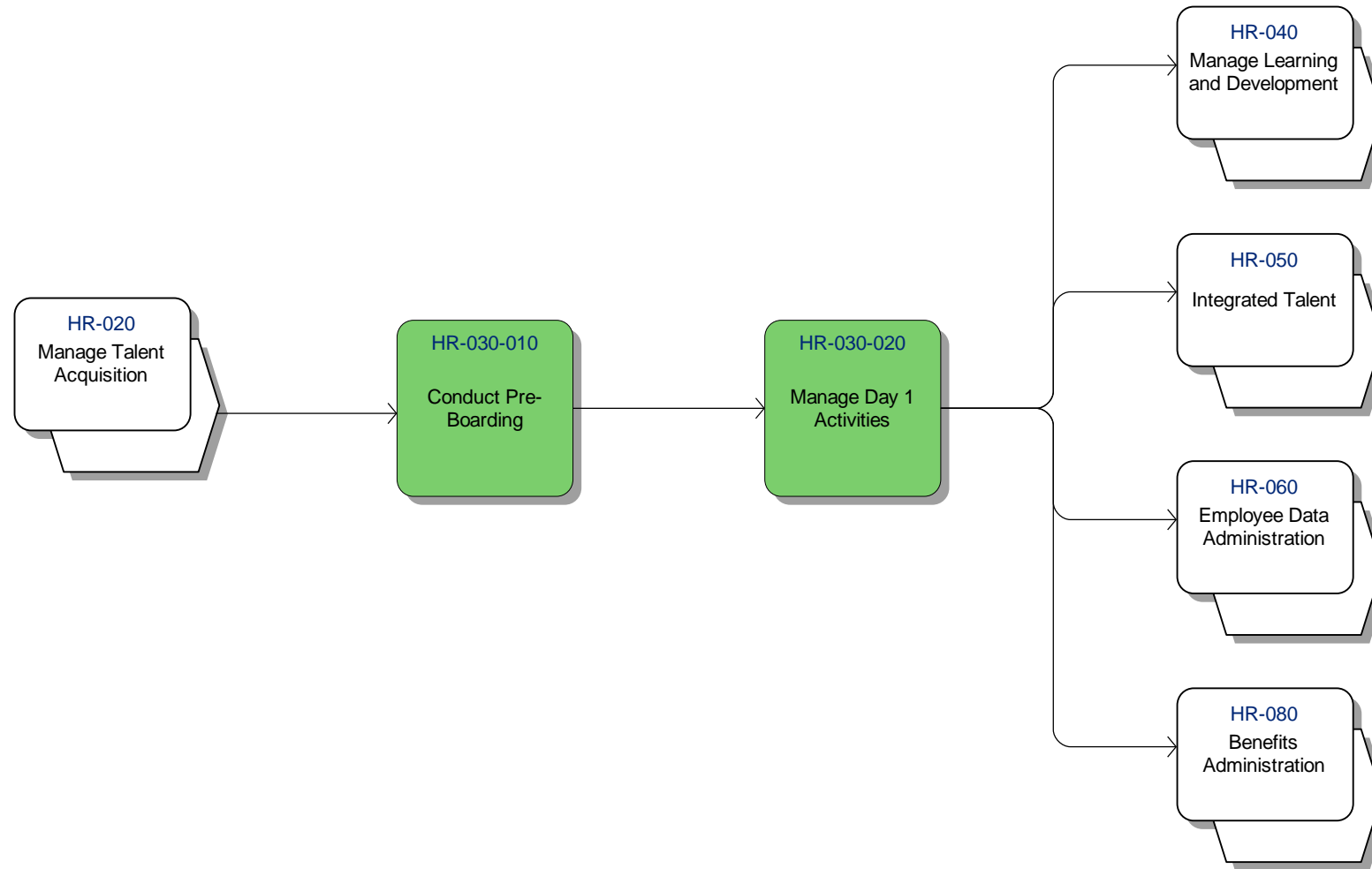
HR-030-020 Manage Day 1 Activities

- Introduce the new hire to the organization via orientation including an overview of the agency's:
- Core mission
 - Values
 - Culture
 - Local instructions

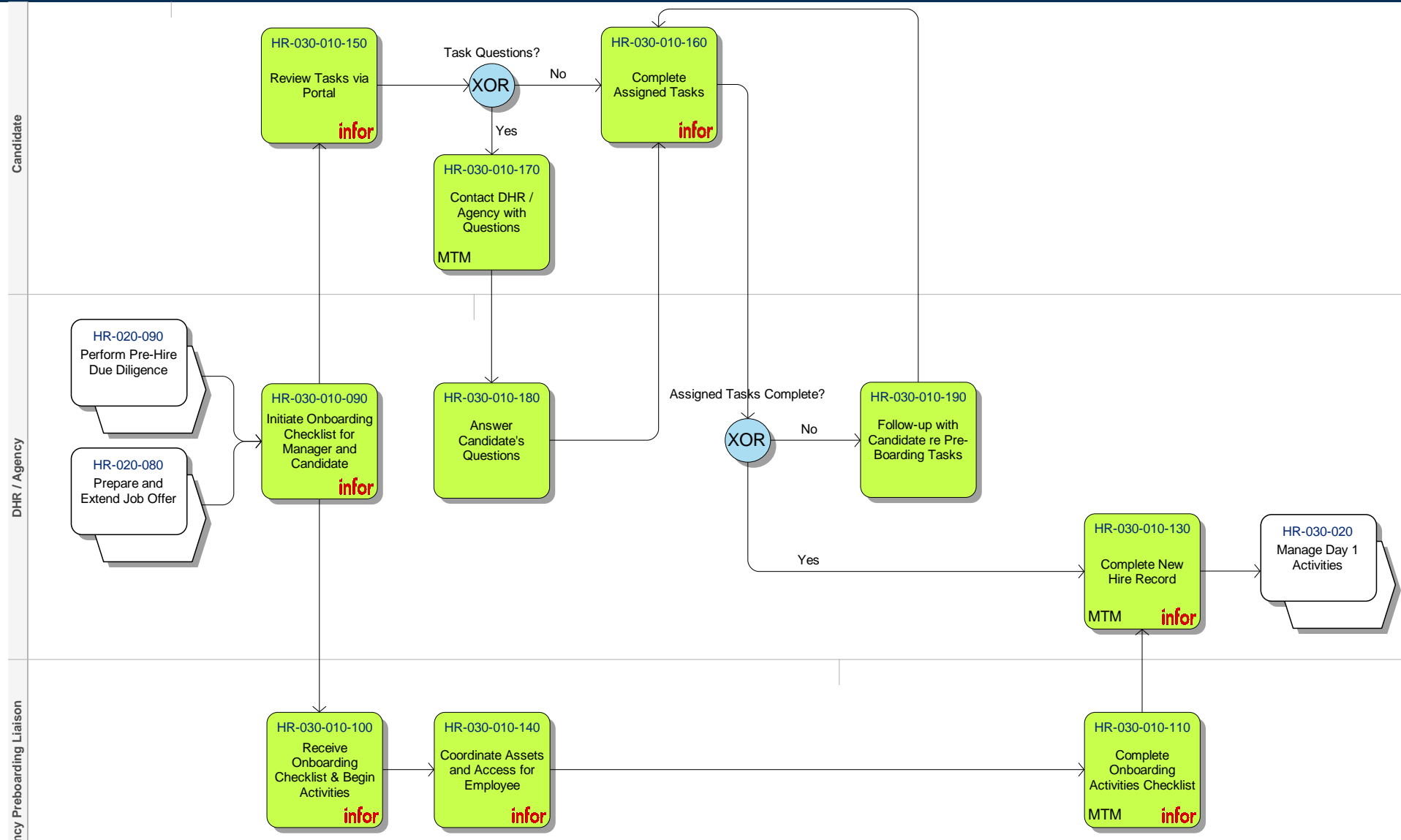
Business Process Map Legend



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HR-030-020 Manage Day 1 Activities

