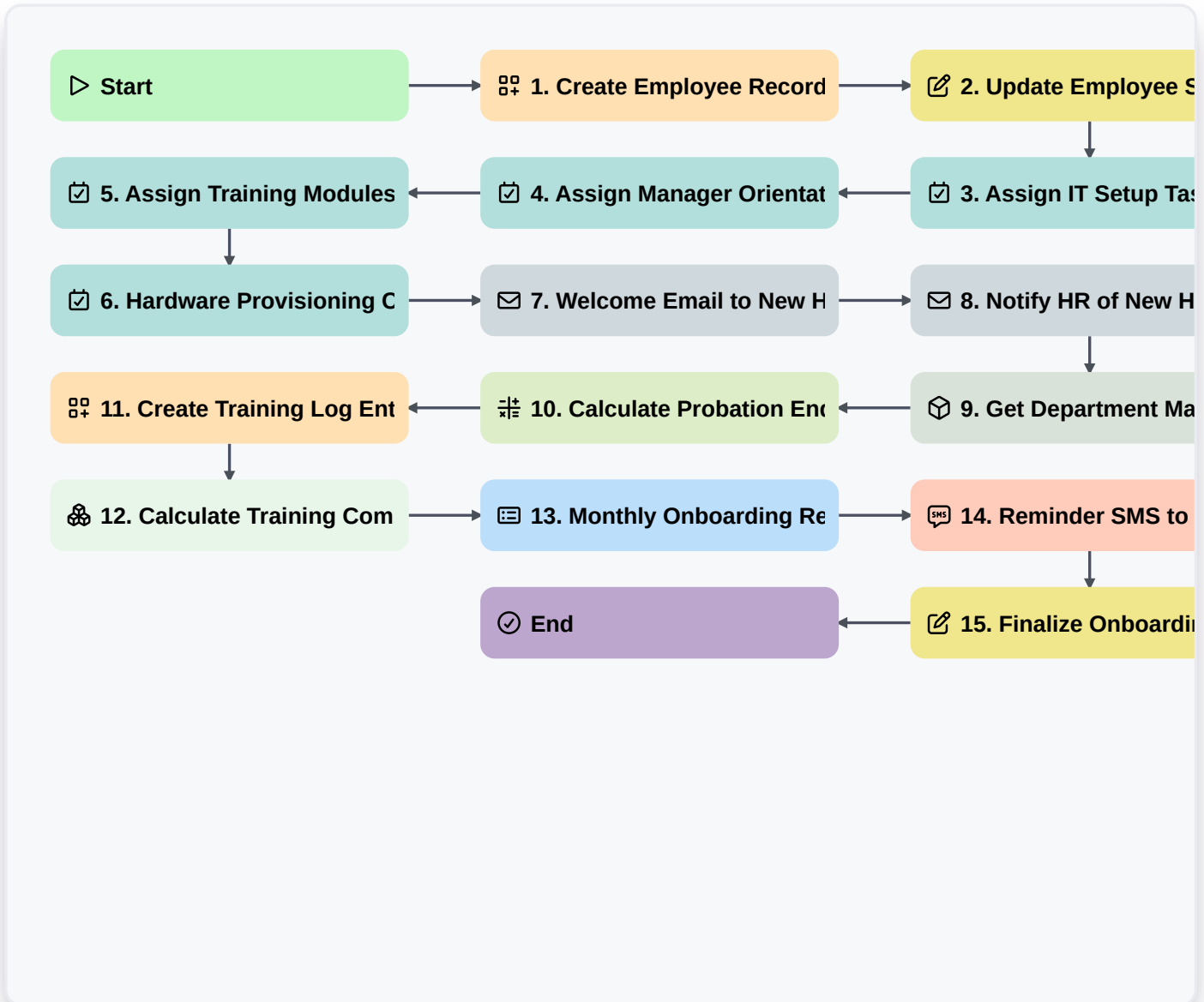


Employee Onboarding And Training Workflow



▷ Start

Start of the Workflow/Process.

🗄️ 1. Create Employee Record

Create a new entry in the 'Employees' data model once a contract is signed.

✍️ 2. Update Employee Status

Update the status of the employee record to 'Active' upon start date arrival.

☑️ 3. Assign IT Setup Task

Create a task for the IT Department to prepare hardware and software access.

☑️ 4. Assign Manager Orientation Task

Create a task for the direct manager to conduct the first-day introduction.

☑️ 5. Assign Training Modules Task

Create a task for the new hire to complete mandatory compliance training.

☑️ 6. Hardware Provisioning Checklist

A checklist within the IT task including: Laptop, Monitor, Keyboard, Mouse, and Security Token.



✉ **7. Welcome Email to New Hire**

Send an automated welcome email to the employee's personal email address with first-day instructions.

✉ **8. Notify HR of New Hire**

Send an email to the HR team to trigger payroll and benefits enrollment.

🏠 **9. Get Department Manager**

Retrieve the manager's contact details from the 'Users' data model based on the employee's department.

📅 **10. Calculate Probation End Date**

Calculate the date 90 days after the 'Start Date' to set a probation review milestone.

📋 **11. Create Training Log Entry**

Create an entry in the 'Training Progress' data model to track completed modules.

📊 **12. Calculate Training Completion Percentage**

Aggregate completed training entries vs total required entries to determine the overall progress score.

📄 **13. Monthly Onboarding Report**

Generate a report summarizing all new hires, their onboarding status, and completed training for HR leadership.

📱 **14. Reminder SMS to IT**

Send an SMS notification to the IT technician if hardware setup is overdue.

✍️ **15. Finalize Onboarding Status**

Update the Employee record to 'Onboarding Complete' once all tasks and checklists are finished.

🏁 **End**

End of the Workflow/Process.