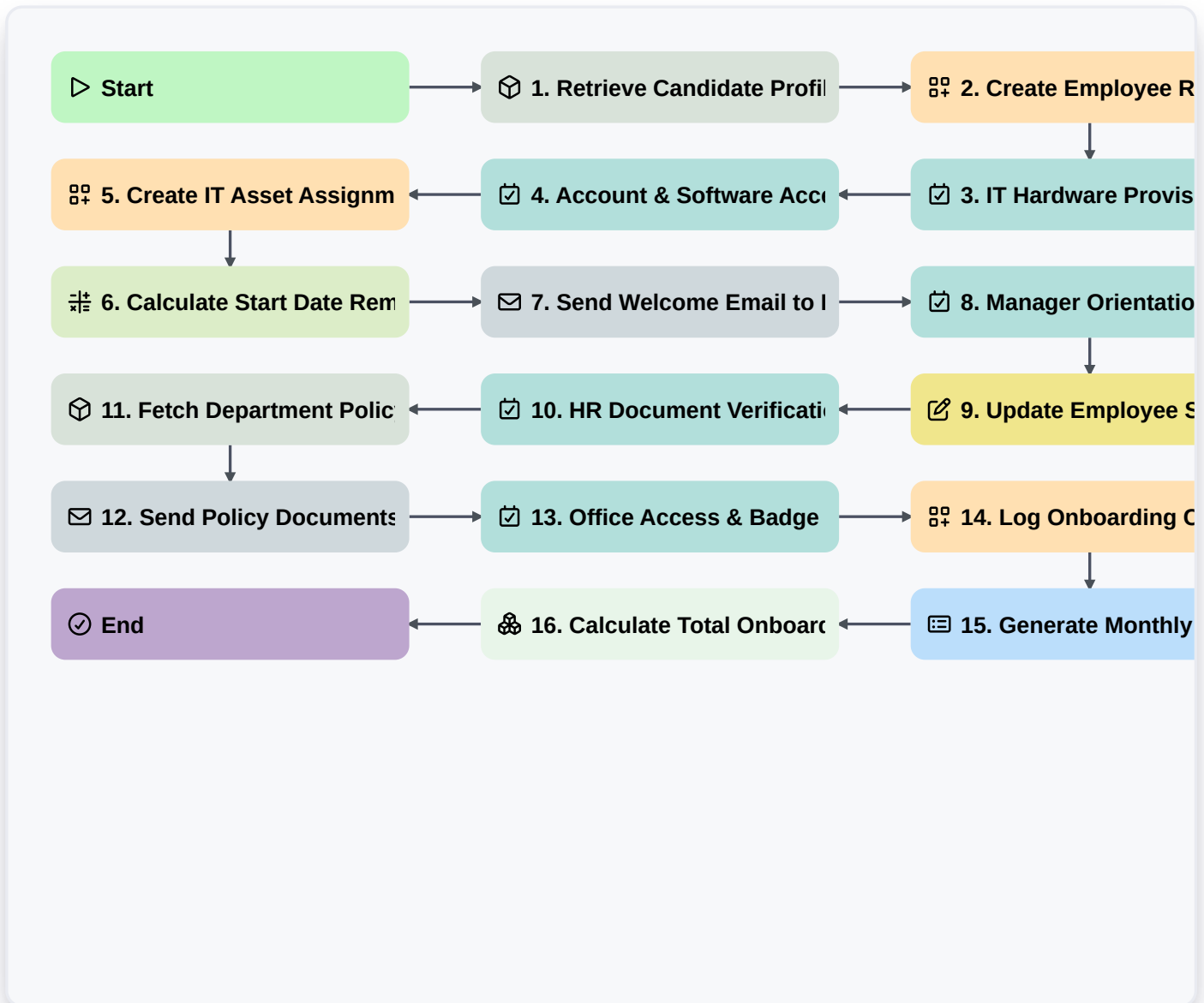


Employee Onboarding Process



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve Candidate Profile

Fetch the signed offer letter and candidate details from the Recruitment Data Model.

📋 2. Create Employee Record

Generate a new entry in the Employee Master Data Model using the candidate's information.

📋 3. IT Hardware Provisioning

Assign a task to the IT Department to prepare laptop, monitor, and peripherals.

📋 4. Account & Software Access Setup

Assign a task to IT to create email, Slack, and required SaaS accounts.

📋 5. Create IT Asset Assignment

Create a record in the Asset Management model linking the specific hardware to the new employee.

📋 6. Calculate Start Date Reminder

Calculate the date 7 days prior to the start date to trigger a welcome sequence.



✉ **7. Send Welcome Email to Employee**

Send an introductory email to the new hire with office details and first-day instructions.

📅 **8. Manager Orientation Meeting**

Assign a task to the Hiring Manager to schedule a 1-on-1 meeting for Day 1.

✍️ **9. Update Employee Status**

Change the status of the Employee Record from 'Candidate' to 'Active'.

📅 **10. HR Document Verification**

Assign a task to HR to verify ID, Tax forms, and I-9 compliance.

📦 **11. Fetch Department Policy**

Retrieve the specific department handbook from the Company Policy Data Model.

✉️ **12. Send Policy Documents**

Email the retrieved department-specific policies to the new employee for review.

📅 **13. Office Access & Badge Creation**

Assign a task to Facilities to prepare physical building access badges.

🔧 **14. Log Onboarding Completion**

Create a final entry in the Onboarding Audit Log for compliance tracking.

📄 **15. Generate Monthly Onboarding Report**

Create a summary report of all completed onboardings for the month for HR Leadership.

🔗 **16. Calculate Total Onboarding Cost**

Sum all cost-related entries (hardware, software licenses, etc.) associated with the new hire.

🏁 **End**

End of the Workflow/Process.