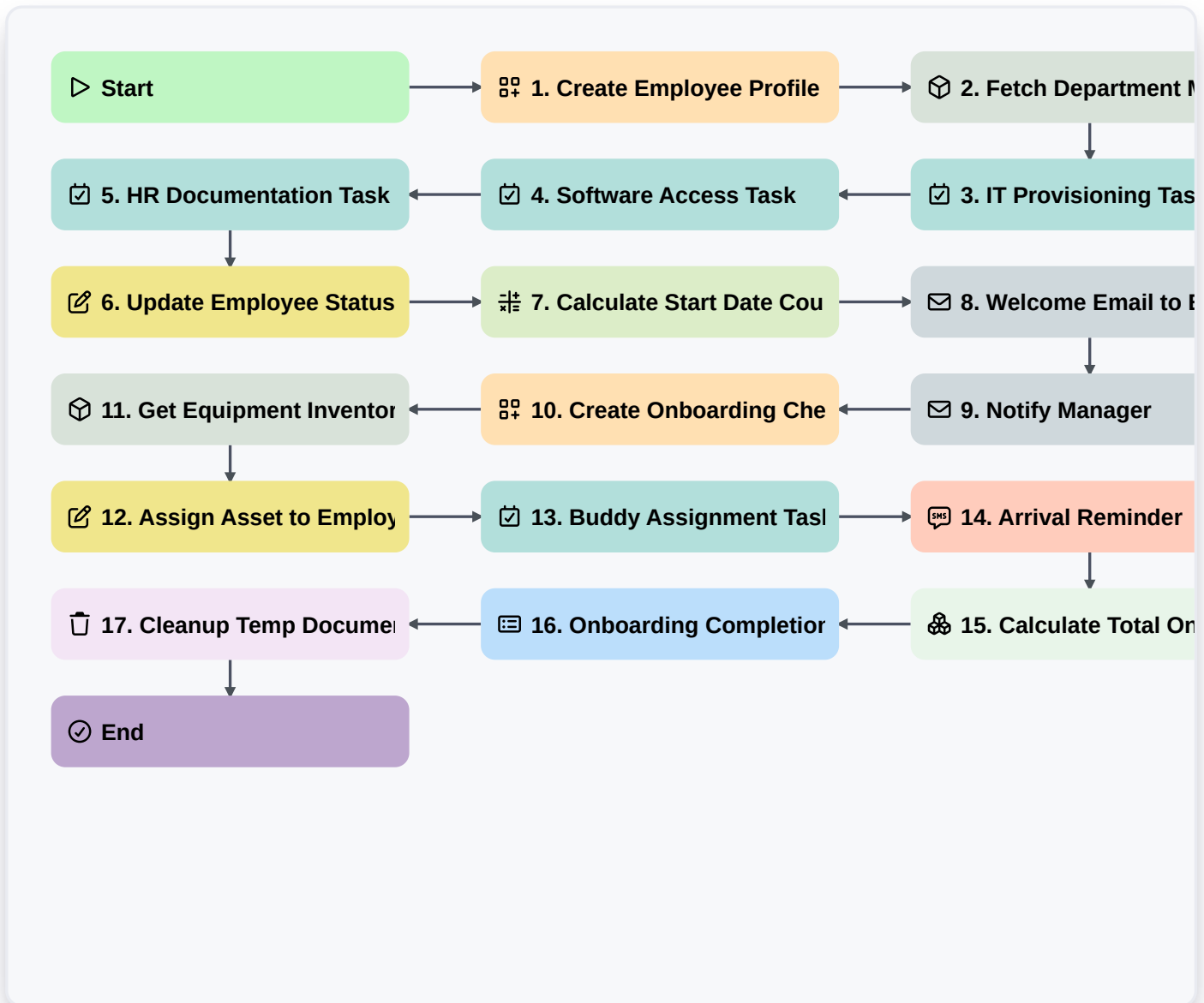


# Employee Onboarding Project Management



## Start

Start of the Workflow/Process.

## 1. Create Employee Profile

Create a new entry in the 'Employee' data model once a candidate accepts the offer.

## 2. Fetch Department Manager

Retrieve the Manager details from the 'Departments' data model based on the new hire's assigned department.

## 3. IT Provisioning Task

Create a task for the IT Department to prepare hardware (laptop, peripherals).

## 4. Software Access Task

Create a task for IT to set up email, Slack, and necessary SaaS permissions.

## 5. HR Documentation Task

Create a task for HR to verify IDs, tax forms, and signed contracts.

## 6. Update Employee Status

Update the 'Status' field in the Employee data model from 'Candidate' to 'Onboarding'.



## 7. Calculate Start Date Countdown

Calculate the number of days remaining until the start date to prioritize tasks.

## 8. Welcome Email to Employee

Send a welcome email to the new hire's personal email address with onboarding instructions.

## 9. Notify Manager

Send an email to the Department Manager notifying them of the new hire's start date.

## 10. Create Onboarding Checklist

Generate a set of standardized checklist items within the Employee entry for the first week.

## 11. Get Equipment Inventory

Retrieve available assets from the 'Hardware Inventory' data model.

## 12. Assign Asset to Employee

Update the 'Assigned To' field in the 'Hardware' data model to link a laptop to the new employee.

## 13. Buddy Assignment Task

Create a task for the assigned 'Onboarding Buddy' to schedule a coffee chat.

## 14. Arrival Reminder

Send an SMS to the employee on their first morning with office entry instructions.

## 15. Calculate Total Onboarding Cost

Sum the costs of all equipment and training materials assigned to this onboarding process.

## 16. Onboarding Completion Report

Generate a report showing the completion percentage of all tasks within the Onboarding Project.

## 17. Cleanup Temp Documents

Delete temporary recruitment files from the data model once the employee profile is finalized.

## End

End of the Workflow/Process.