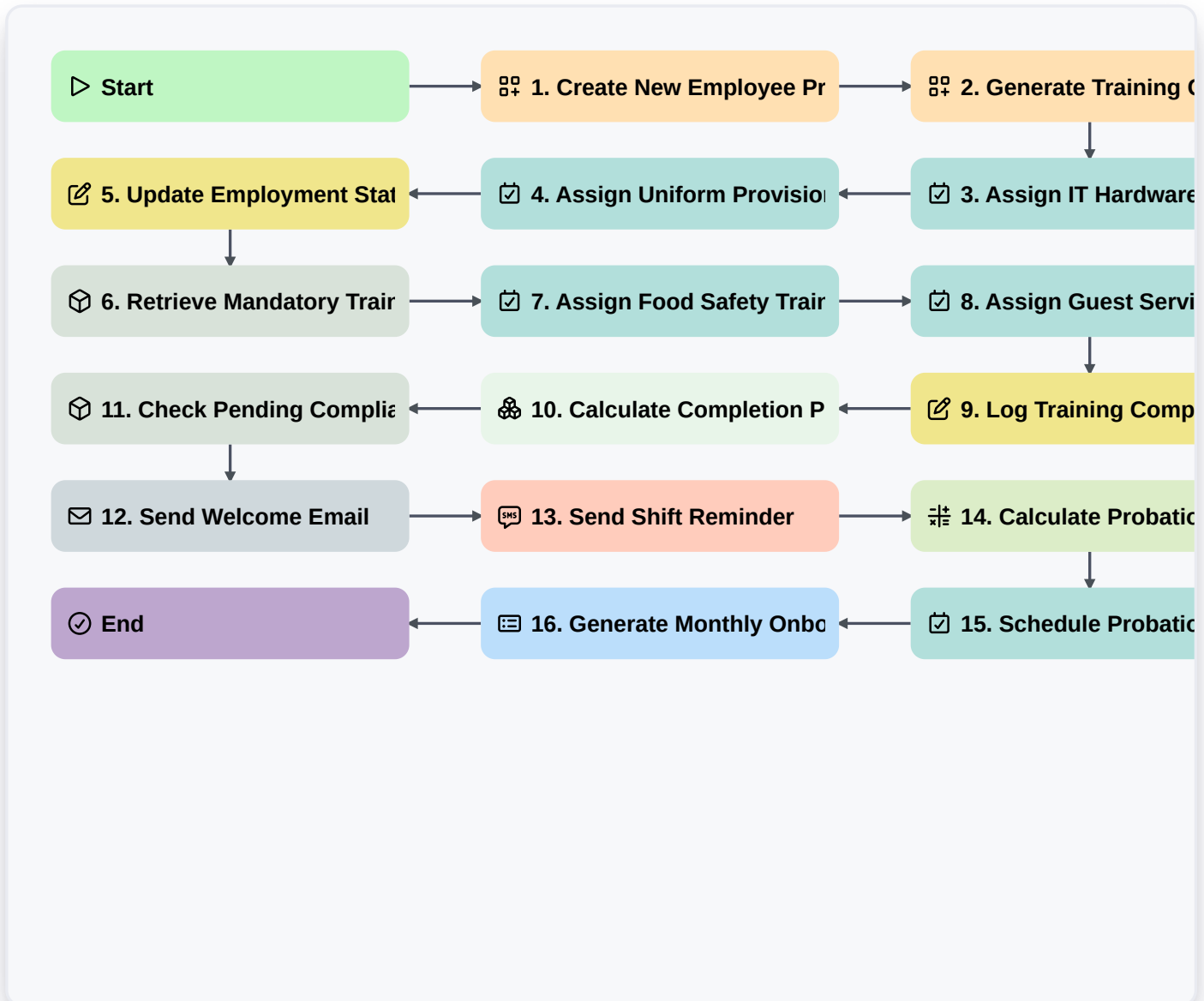


# Hotel Staff Onboarding And Training Management Workflow



## Start

Start of the Workflow/Process.

### 1. Create New Employee Profile

Create a new entry in the 'Employee' data model with personal details and role information.

### 2. Generate Training Checklist

Create a linked entry in the 'Training Progress' data model linked to the new employee.

### 3. Assign IT Hardware Setup

Create a task for the IT Department to prepare login credentials, email, and hotel software access.

### 4. Assign Uniform Provisioning

Create a task for the HR/Housekeeping lead to prepare and issue the staff uniform.

### 5. Update Employment Status

Update the 'Employee' data model entry to set status from 'Candidate' to 'Onboarded'.



## **6. Retrieve Mandatory Training Modules**

Fetch all required training modules from the 'Training Catalog' based on the employee's assigned role.

## **7. Assign Food Safety Training**

Create a task for the employee to complete the mandatory Food Safety & Hygiene module.

## **8. Assign Guest Service Excellence Training**

Create a task for the employee to complete the 'Soft Skills & Guest Interaction' module.

## **9. Log Training Completion**

Update the 'Training Progress' entry to mark a specific module as 'Completed' once the checklist is verified.

## **10. Calculate Completion Percentage**

Aggregate the number of completed training modules vs. total required modules to calculate the overall onboarding progress %.

## **11. Check Pending Compliance Documents**

Retrieve any missing documentation (ID, Visas, Certifications) from the 'Employee Documents' data model.

## **12. Send Welcome Email**

Send an automated welcome email to the employee's personal email address including start date and first-day instructions.

## **13. Send Shift Reminder**

Send an SMS to the employee's mobile number regarding their first scheduled shift time and location.

## **14. Calculate Probation End Date**

Calculate the date for the first performance review by adding 90 days to the 'Hire Date'.

## **15. Schedule Probation Review**

Create a task for the Department Manager to conduct the 90-day performance evaluation.

## **16. Generate Monthly Onboarding Report**

Create a report summarizing all new hires, completed training, and pending onboarding tasks for the month.

## **End**

End of the Workflow/Process.