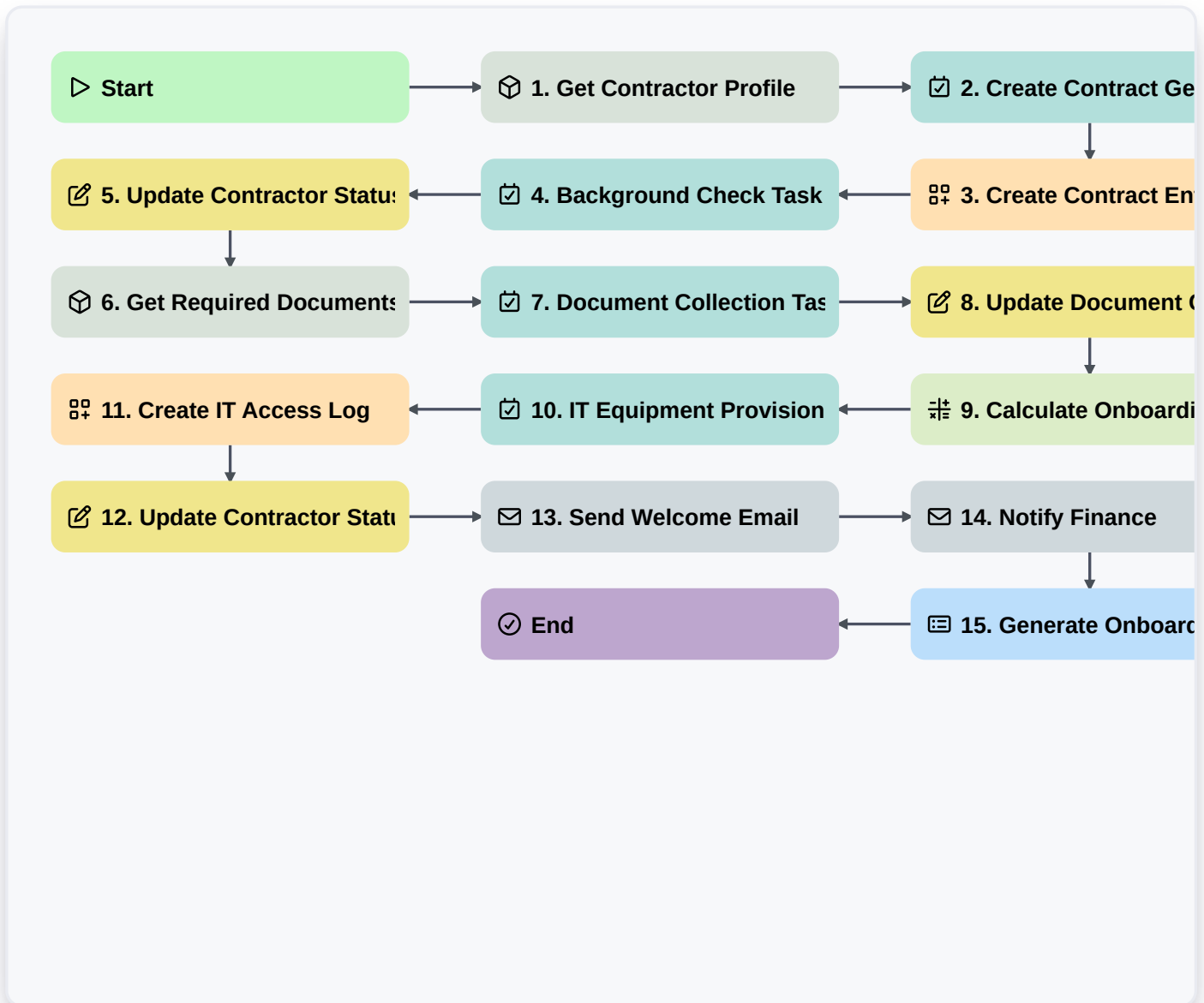


Onboarding For Freelance Contractors Process



▷ Start

Start of the Workflow/Process.

📦 1. Get Contractor Profile

Retrieve the specific contractor's details (Name, Email, Rate, Skills) from the Contractor Data Model.

✅ 2. Create Contract Generation Task

Assign a task to the Legal/Admin user to draft the freelance agreement.

🔧 3. Create Contract Entry

Generate a new entry in the Contracts Data Model linked to the specific Contractor.

✅ 4. Background Check Task

Assign a task to the HR user to verify references and identity documents.

✍️ 5. Update Contractor Status

Update the Contractor entry status to 'Verifying' in the Data Model.

📦 6. Get Required Documents

Retrieve the list of mandatory documents required for this specific contractor type.



7. Document Collection Task

Create a task for the Contractor to upload Tax ID, ID proof, and Bank details.

8. Update Document Checklist Status

Mark specific document fields as 'Received' in the Contractor Data Model once uploaded.

9. Calculate Onboarding Completion %

Calculate the percentage of completed checklist items vs total required items.

10. IT Equipment Provisioning Task

Create a task for the IT Department to set up email access and software licenses.

11. Create IT Access Log

Create a new entry in the IT Assets/Access Data Model for the new contractor.

12. Update Contractor Status to 'Active'

Change the contractor status to 'Active' in the Data Model once all tasks are complete.

13. Send Welcome Email

Send an automated welcome email to the Contractor's email address with onboarding instructions.

14. Notify Finance

Send an email to the Finance Department to set up the contractor in the payroll system.

15. Generate Onboarding Summary Report

Create a report summarizing the time taken and completion status of the onboarding process for audit purposes.

End

End of the Workflow/Process.