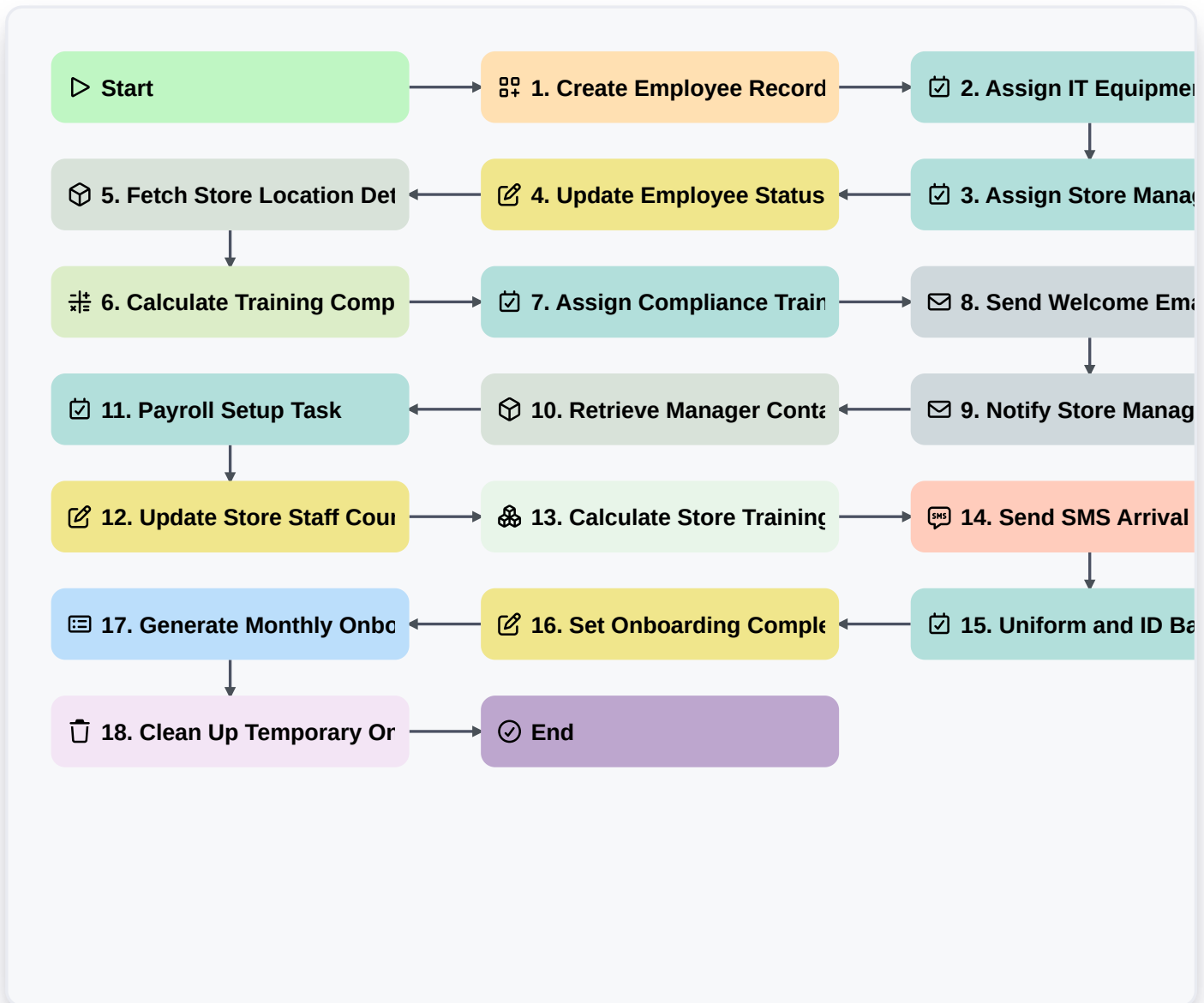


# Retail Employee Onboarding Process



## Start

Start of the Workflow/Process.

## 1. Create Employee Record

Create a new entry in the 'Employee' data model with details provided in the onboarding form.

## 2. Assign IT Equipment Setup

Create a task for the IT Department to prepare laptop, peripherals, and software access.

## 3. Assign Store Manager Welcome Task

Create a task for the Store Manager to conduct the in-store facility tour.

## 4. Update Employee Status

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

## 5. Fetch Store Location Details

Get details of the assigned store location (address, manager contact) from the 'Stores' data model.

## 6. Calculate Training Completion Date

Calculate the deadline for mandatory training based on the Start Date + 7 days.



### **7. Assign Compliance Training Checklist**

Create a task for the new hire containing the mandatory safety and legal compliance checklist.

### **8. Send Welcome Email to New Hire**

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

### **9. Notify Store Manager**

Send an email to the Store Manager notifying them that a new team member has been assigned to their branch.

### **10. Retrieve Manager Contact Info**

Retrieve the email and phone number of the Store Manager from the Store data model.

### **11. Payroll Setup Task**

Create a task for the HR/Payroll team to enter bank details and tax information into the system.

### **12. Update Store Staff Count**

Update the 'Total Headcount' field in the Store data model to reflect the new hire.

### **13. Calculate Store Training Budget Spent**

Aggregate the cost of all training modules assigned to this store to monitor the monthly training budget.

### **14. Send SMS Arrival Reminder**

Send an SMS to the new hire's phone number one day before their start date.

### **15. Uniform and ID Badge Creation**

Create a task for the Admin/HR team to prepare the employee uniform and printed ID badge.

### **16. Set Onboarding Completion Date**

Update the 'Onboarding End Date' in the Employee record once all tasks are marked complete.

### **17. Generate Monthly Onboarding Report**

Create a report summarizing all employees onboarded during the current month for HR review.

### **18. Clean Up Temporary Onboarding Drafts**

Delete temporary data entries/drafts used during the initial application stage once the official record is created.

### **End**

End of the Workflow/Process.