

Onboarding Documentation

1. Employee Details

Name	Jane Doe
Position	Software Engineer
Department	IT Development
Start Date	2024-07-01
Manager	John Smith

2. Pre-Onboarding Checklist

- Offer letter signed
- Proof of identity submitted
- Bank details provided
- Workstation and email setup

3. Orientation Schedule

Time	Activity	Facilitator
09:00 AM	Welcome & Introduction	HR Team
10:00 AM	Company Overview	HR Team
11:00 AM	IT Setup	IT Support
02:00 PM	Team Meeting	Line Manager

4. Initial Training Modules

- Workplace Policy Orientation
- Project Management Tools
- Security Protocols
- Department-specific Procedures

5. Key Contacts

Name	Role	Email
John Smith	Manager	john.smith@example.com
Linda Lee	HR	linda.lee@example.com
Mike Evans	IT Support	mike.evans@example.com

6. Next Steps & Milestones

- Submit all pending documents (week 1)
- First evaluation meeting (end of month 1)
- Feedback session with manager (month 2)

Important Notes:

- This document should be updated regularly to ensure accuracy.
- Onboarding documentation streamlines integration for new hires and ensures compliance.
- Always include up-to-date contacts and resources.
- Confidential information should be handled securely within this document.