

Olij (K) Ltd Employee onboarding process

Before the new hire starts

- Call make clarification on expectations on the first day, office hours, dress code etc. Also remind the recruit to bring any information required to complete forms on the first day.
- Prepare onboarding/orientation pack with employee handbook, company info, organizational charts, job description, maps, information on each department, links to resources etc.
- Create a learning and development plan to be discussed and refined with the employee during the first week. Use this to arrange required any training.
- Prepare office supplies, and business cards
- Work with IT to prepare technology equipment and have relevant logins for work systems and business applications created.
- Notify department, team members and possibly the entire organization of the new hire with start date, position etc.
- Pre-organise meetings for the new hire with relevant team members and/or departments, and add to their calendars (who do they need to speak to on day one vs later in the week). Also, add in recurring staff meetings to their calendars.

First day

- Tour of the organization, welcoming the new employee and introducing them to team members, various departments, and the layout of the facility.
- Initial meeting to manage their expectations.
- Run them through their schedule for the week.
- Explain the role in more detail, including how it fits in with the department and contributes to the organization.
- Goals and projects within the team and the wider organization, relationships with other teams/departments and those within the team.
- Review organizational charts.

- Run through day-to-day work-related policies. Travel reimbursement, security, overtime compensation, lunch breaks, leave request etc.
- Fully functioning computer, systems access and other applications critical to their roles.
- Run through IT procedures. Network access, intranet, IT support, telephone and relevant policies. Make sure they have their login details.

First week

- Training for business applications and work systems.
- Meeting key personnel from various departments employees will work with, plus senior management if possible.
- Create employee goals, KPIs and milestones, as well as annual performance review process. Ensure the employee has a clear expectation of job expectations for the first month and 6 months.
- Review calendar of events.
- Run through the tasks to be performed. Identify work related tasks to be done immediately, and make sure to provide access to resources and let them know who to ask for help.
- Debrief after initial meetings, training and after they start their initial tasks.
- Ensure line managers touch base at the end of each day.

During the first few weeks

- Further clarify the employee's role in the company.
- Schedule regular one-on-one meetings, specifically to elicit feedback about how well the new employee is performing and acclimated to their organizational culture, and if there is any additional support and/or training they feel is required. They should feel well introduced to the system and is made to feel that he or she is part of the team.
- Ensure employee is booked in for and attends additional training required.
- Express confidence in the employee's capability and offer meaningful feedback to guide employees in the right direction. Let them know what they are doing a good job in, and constructive feedback on what could be improved.
- Make sure it is easily for them to contact you for feedback.

- Give the employee an important assignment to 'own', and explain how it contributes to the business.

During the first three months, then six months

- Initial review of progress towards KPIs and milestones. This is important in identifying training required to cover any gaps in skill, knowledge or competence that may be affecting the worker's productivity.
- Request feedback from employees to understand their perceptions of the job and if it aligns with their expectations.
- Request feedback from team in regards to new employee performance, and how well they 'fit' within the team culture.
- Offer continued support to help guide the worker's attitude and productivity.

Olij (K) Employee onboarding process

Description

The departure of an employee within a company is a natural process of the employee's work cycle. This can be caused either by the employee's resignation or a company induced termination and generates a lot of work for the Human Resources Area.

The Off boarding Process can be expensive and time consuming whereby it is necessary to coordinate different people inside and outside the organization.

It is very important to efficiently off board employees; a good departure process will avoid legal problems and maintain a good image of the company.

Objectives

The Employee Termination process aims to help the departure of an employee. The process focuses on helping the different areas involved in the off boarding process to perform the activities at the appropriate time so the company can avoid legal problems and cost overruns by not performing the activities at the appropriate time.

Automation Scope

Olij's Employee Termination Process is designed to help the departure of employees. The process begins when a HRM receives a resignation or decides to dismiss an employee. It continues until the employee has received his or her termination pay.

Below are the steps undertaken in off-boarding process

- Receive resignation/termination Letter
- Create termination Plan
- Execute activities before termination date
- Wait for termination date
- Issue checklist to collect company to collect company property
- Carry out exit interview
- Remove or disable user in company's MS
- Make terminal payment
- Update payroll

