SOP: New Employee Onboarding and Orientation Procedures

This SOP details the **new employee onboarding and orientation procedures**, covering the steps for welcoming new hires, completing necessary documentation, introducing company culture and policies, providing job-specific training, assigning mentors or buddies, and setting performance expectations. The goal is to ensure a smooth transition for new employees, foster engagement, and enhance productivity from the start.

1. Purpose

To establish a standardized process for onboarding new employees to ensure swift integration, compliance, and engagement.

2. Scope

This procedure applies to all full-time, part-time, and contract employees joining [Company Name].

3. Responsibilities

Role	Responsibility
HR Department	Coordinates onboarding, documentation, and policy training.
Hiring Manager	Introduces new hire to team, assigns mentor/buddy, sets expectations.
IT Department	Prepares equipment and system access.
Mentor/Buddy	Supports new hire during initial period.
New Employee	Completes onboarding steps, participates actively.

4. Procedures

1. **Pre-Onboarding (Before Day 1):**
   - Send offer letter and contract to employee.
   - Collect completed forms and pre-employment documents.
   - IT to prepare workstation, email account, and necessary systems access.
   - Send welcome email with first-day logistics and schedule.
2. **Day 1: Welcome and Orientation**
   - HR greets new hire and provides orientation package.
   - Review company history, mission, vision, and values.
   - Overview of policies: code of conduct, attendance, benefits, safety, etc.
   - Introduction to key team members and manager.
3. **Documentation and Legal Compliance**
   - Verify identity and right to work (e.g., I-9, W-4 forms).
   - Collect signed policy acknowledgments and confidentiality agreements.
4. **Job-Specific Training**
   - Manager to outline job duties, performance expectations, and training schedule.
   - Begin initial job training modules or shadowing sessions.
5. **Mentorship Assignment**
   - Assign mentor or buddy for the first 30-90 days.
   - Schedule regular check-ins (weekly or bi-weekly).
6. **Performance and Feedback**
   - Set probation period and review dates (e.g., 30/60/90-day check-ins).
   - Provide channels for questions/feedback.
   - Document progress and address issues promptly.
7. **Ongoing Engagement**
   - Involve new hire in company events and team meetings.
   - Solicit feedback on onboarding experience.
   - Continue professional development and training opportunities.

5. Related Documents

- Employee Handbook
- Onboarding Checklist
- Policy Acknowledgment Forms
- Job Description
- Training Materials

6. Review

- This SOP will be reviewed annually or as necessary by the HR Department.

7. Revision History

Version	Date	Description of Change	Author
1.0	[Insert Date]	Initial release	[Insert Author Name]