

# SOP: New Employee Onboarding and Orientation Process

This SOP details the **new employee onboarding and orientation process**, covering steps from initial recruitment and documentation, introduction to company culture and values, role-specific training and development, compliance with company policies and procedures, workplace safety protocols, assignment of mentors or buddies, IT system access setup, and evaluation of onboarding effectiveness. Its goal is to ensure a smooth transition for new hires, promote engagement, and enhance productivity through comprehensive orientation and support.

## 1. Purpose

To establish a standardized process for onboarding and orienting new employees to foster a positive integration, accelerate productivity, and ensure compliance with company standards.

## 2. Scope

Applies to all new employees joining the organization, including full-time, part-time, contract, and temporary staff.

## 3. Responsibilities

Role	Responsibilities
HR Department	Manage onboarding documentation, orientation scheduling, and compliance training.
Hiring Manager	Introduce team, set expectations, and assign mentor/buddy.
IT Support	Provide necessary equipment, set up system access, and resolve technical issues.
Mentor/Buddy	Guide new employee through integration and provide support during the onboarding period.
New Employee	Actively participate in orientation, complete required training, and provide feedback.

## 4. Procedure

- Pre-Onboarding (Before Start Date)**
  - Send welcome email and onboarding schedule.
  - Collect new hire documentation and signed employment forms.
  - Set up IT accounts, email, and access to relevant platforms.
- Day 1: Introduction & Orientation**
  - Welcome session: Overview of company mission, vision, values, and culture.
  - Facility tour and introductions to team members.
  - Provision and setup of equipment (laptop, access card, etc.).
- Week 1: Training & Engagement**
  - Role-specific training and introduction to key processes.
  - Assignment of mentor or buddy for support.
  - Compliance training (policies, code of conduct, safety protocols).
- 30/60/90-Day Follow-Ups**
  - Manager and HR to review progress and address challenges.
  - Solicit feedback from the new employee on the onboarding process.
  - Adjust onboarding plan if necessary.

## 5. Documentation

- Onboarding checklist
- Completed policy acknowledgments
- Training completion records
- Onboarding feedback form

## 6. Evaluation

After 90 days, HR and the hiring manager will assess onboarding effectiveness via:

- Employee feedback survey
- Performance evaluations
- Mentor/buddy feedback
- Time-to-productivity analysis

## **7. Revision & Review**

This SOP will be reviewed annually by HR and updated as needed to ensure ongoing relevance and effectiveness.

## **8. Related Documents**

- Employee Handbook
- Code of Conduct
- Workplace Safety Manual
- IT Acceptable Use Policy