

Standard Operating Procedure (SOP)

New Employee Orientation and Onboarding Procedures

This SOP details the **new employee orientation and onboarding procedures**, covering initial welcome activities, company culture introduction, role-specific training, compliance with policies and regulations, completion of necessary documentation, and setting performance expectations. The objective is to ensure a smooth transition for new hires, enabling them to integrate effectively into the organization and contribute productively from the start.

1. Purpose

To outline the standardized process for orienting and onboarding new employees, ensuring consistency, compliance, and effective integration.

2. Scope

This procedure applies to all new hires across all departments and levels within the organization.

3. Responsibilities

Role	Responsibility
HR Department	Coordinates orientation, manages documentation, facilitates compliance training.
Hiring Manager	Provides role-specific training, sets performance expectations, assigns a buddy/mentor.
IT Department	Prepares equipment, sets up system access.
New Employee	Attends orientation, completes forms, participates actively in onboarding activities.

4. Procedure

- Pre-Arrival Preparation**
 - Send welcome email and orientation schedule.
 - Prepare workplace, equipment, and access credentials.
 - Assign onboarding buddy/mentor.
- Day 1: Initial Welcome**
 - Greet new employee upon arrival.
 - Conduct office tour and introductions to team members.
 - Distribute welcome packet and employee handbook.
- Company Culture Introduction**
 - Present mission, vision, and values.
 - Discuss workplace policies and code of conduct.
 - Explain organizational structure.
- Completion of Documentation**
 - Collect completed HR forms, tax documents, and ID verification.
 - Review confidentiality agreements and relevant policies.
- Compliance and Policy Training**
 - Conduct mandatory compliance and safety training.
 - Provide access to training resources and record completion.
- Role-Specific Training**
 - Introduce job-specific systems and tools.
 - Review job description, expectations, and key tasks.
 - Initiate initial assignments under supervision.
- Performance Expectations & Integration**
 - Set initial performance goals and milestones (30-60-90 day plan).
 - Schedule regular check-ins and feedback sessions.
 - Encourage questions and peer interactions.
- Review and Feedback**
 - Conduct onboarding review meeting at end of probationary period.
 - Gather feedback from new employee and assigned mentor.
 - Document areas for improvement in onboarding process.

5. Documentation & Records

- All completed forms filed in personnel records.
- Training completion logs maintained by HR.
- Signed acknowledgment of handbook and policies.

6. Associated Documents

- Employee Handbook
- Orientation Schedule Template
- Onboarding Checklist
- Training Materials
- Performance Review Template

7. Revision History

Date	Version	Description of Change	Author
2024-06-15	1.0	Initial version	HR Department