

# SOP: New Staff Welcome and Introduction Procedure

This SOP details the **new staff welcome and introduction procedure**, outlining the steps for effectively integrating new employees into the organization. It covers pre-arrival preparations, first-day orientation, introduction to team members and key personnel, overview of company culture and policies, training schedules, and providing necessary resources and support to ensure a smooth transition and immediate engagement within the workplace.

## 1. Purpose

To ensure a consistent and comprehensive approach in welcoming and integrating all new employees, enhancing their experience and productivity from day one.

## 2. Scope

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

## 3. Responsibilities

Role	Responsibility
HR Department	Coordinate onboarding, prepare necessary documentation, assign mentor/buddy, and facilitate training schedules.
Hiring Manager	Prepare for arrival, carry out orientation, introduce new staff to team, and ensure immediate support.
IT Department	Set up workstation, provide access to required systems, and deliver technical orientation.
Line Manager/Buddy	Guide new staff through their induction and be a point of contact for questions.

## 4. Procedure

### 1. Pre-Arrival Preparations

- Send welcome email with reporting details, dress code, and first-day agenda.
- Prepare workspace and necessary equipment (ID badge, computer, phone, stationery, etc.).
- Set up accounts for email, HR systems, and other software as needed.
- Assign a mentor or buddy.

### 2. First-Day Orientation

- Greet the new staff upon arrival.
- Tour the workspace and facilities (restrooms, breakrooms, emergency exits, etc.).
- Review the agenda for the first week.

### 3. Introduction to Team and Key Personnel

- Introduce to immediate team members.
- Arrange brief meetings with department heads and HR.
- Introduce to assigned mentor/buddy.

### 4. Company Culture and Policy Overview

- Provide employee handbook and policy documents.
- Review mission, vision, and values.
- Highlight important policies (code of conduct, confidentiality, safety, etc.).

### 5. Training Schedule

- Share planned induction and job-specific training sessions.
- Include mandatory compliance, health and safety, and departmental training.

### 6. Resources and Support

- Ensure access to equipment, software, and reference materials.
- Provide contacts for HR and IT support.
- Schedule regular check-ins during the first month.

## 5. Documentation

- Signed acknowledgment of company handbook and policies
- Onboarding checklist
- Training attendance records

## 6. Review and Feedback

After one month, HR will gather feedback through a short survey or meeting with the new staff member to identify any onboarding improvements.

## 7. Revision History

Date	Version	Description	Author
2024-06-28	1.0	Initial SOP release	HR Department