

Onboarding Process

Objective

This process aims to describe the activities to welcome a new employee/intern.

Application Domain

This process applies to any new employee/intern.

Terms & Definitions

Responsibilities

1. The recruiter is responsible for creating the employee/intern.

Procedure

Create the employee/intern

After receiving the signed contract and 3 days before the arrival:

1. [Request accounts and accesses](#)
2. Prepare the onboarding plan using the template [Onboarding Plan](#) and keep it in the [Onboarding Plans](#) folder

Provide accesses and accounts

Add the employee/intern to the [groups and teams](#) in the different systems:

3. Microsoft
4. Exchange: <https://admin.exchange.microsoft.com/#/groups>
5. Teams: <https://teams.microsoft.com/v2/>
6. SharePoint: <https://opensourceintegrators2012.sharepoint.com>
7. Bamboo

8. PM (create the user and the employee)
9. Kantata
10. BlueJay
11. Hubspot
12. Peregrine
13. GitHub
14. <https://github.com/orgs/opensourceintegrators/>
15. <https://github.com/orgs/ursais>

Prepare the equipment:

16. Laptop
17. Laptop charger
18. Mouse
19. Keyboard
20. Headset
21. Monitor
22. Phone (if apply)
23. Phone charger (if apply)

and physical access:

24. Office Key
25. Parking Tag Access
26. Elevator Key
27. Fingerprint Access

Employee arrival

On his first day

28. Introduce the new employee/intern to the team
29. Provide the Welcome Kit
30. Provide the equipment
31. Collect the missing paperwork

Employee training

During his 1st week

32. The employee/intern follows his onboarding plan and go through the [Employee training course](#)

33. Schedule and perform a 15-minutes daily meeting with the new employee/intern to answer his questions, fix any error and make sure he understood the content

Position Training

During his 2nd week

34. The employee/intern follows his onboarding plan and go through the training course related to his position
35. Schedule and perform a 15-minutes daily meeting with the new employee/intern to answer his questions, fix any error and make sure he understood the content

Presentation

36. The employee/intern schedules the presentation inviting whoever participated in his onboarding with
37. A demo
38. A summary of what he learnt during the last 2 weeks
39. Suggestions of what can be improved in the onboarding materials
40. Propose his 90-days goals