

Managing an employee's onboarding process

You have just offered an individual a role within your business.

Onboarding is the activity of integrating new starters into your business and helping to familiarise them with your goals and processes.

Has the candidate accepted a job offer?

No

Onboarding only applies to candidates who were given an offer for a job and has accepted either formally or informally.

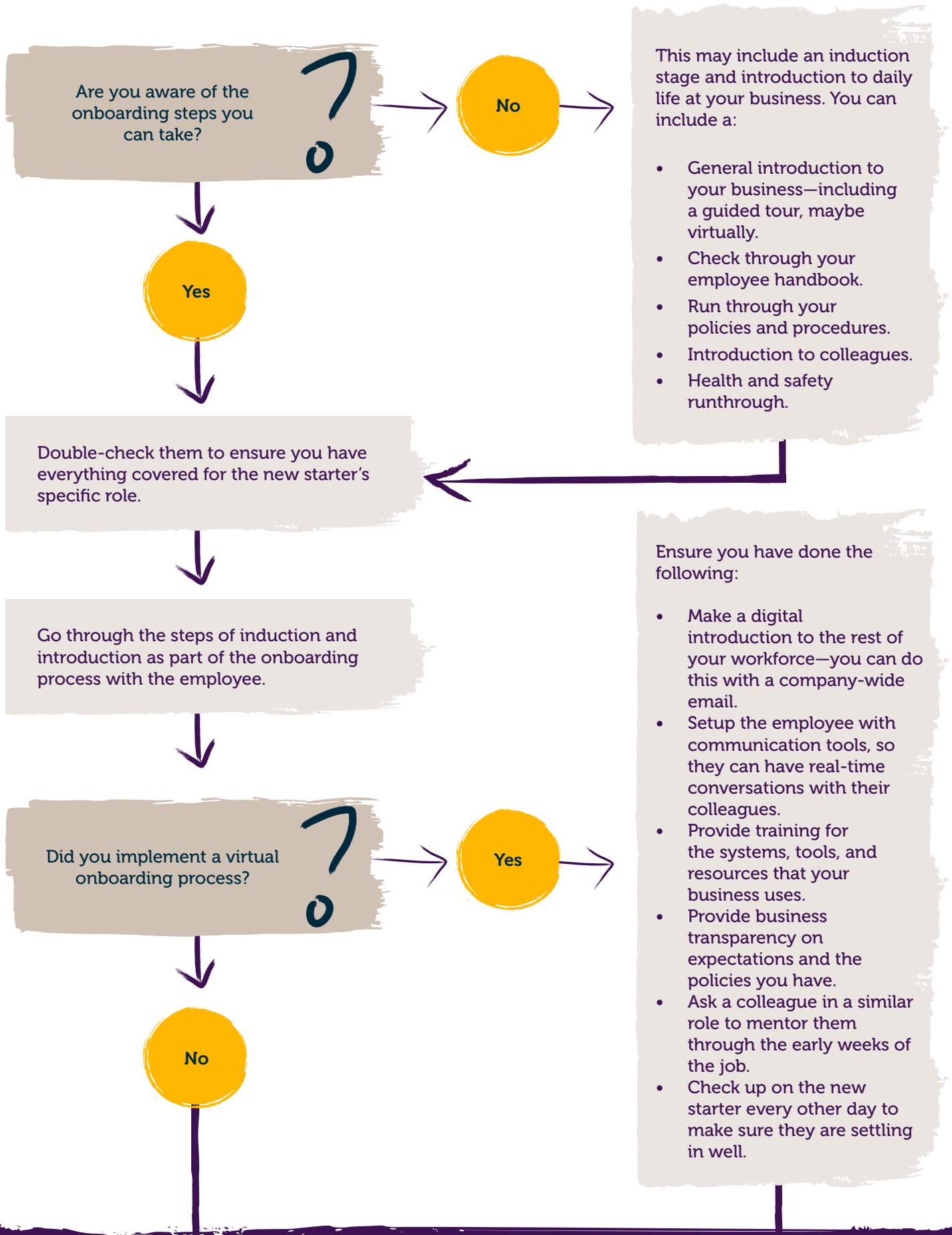
Procedure complete

Yes

Prepare the onboarding plan to introduce them to your:

- Company policies and culture (such as your holiday days and dress code).
- Terms and conditions of their employment.
- Regular duties and responsibilities.
- The location where they work.

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