

EMPLOYEE INDUCTION

Induction Process for New Employees

01



Paperwork and New Hire Information

Employees need to sign all the important documents such as the rule and policy book, employee handbook, employment offer, etc.

This is a sample text that you can edit. You can change font(size, color, name).

02



Welcome and Introduction

As a part of the new employee welcome letter from company's head

Also, ask their manager to take them on a guided office tour.

03



Office Access and Infrastructure

Organize a few things in advance such as parking, card access to enter the premises, office map.

Also, provide the required hardware and software tool to the employee on the first office day.

04



Induction Training

Provide job-specific technical training, soft skills training, or safety training to align employees with the company's values.

This is a sample text that you can edit. You can change font(size, color, name).