

# Employee Handbook Policy Template

Welcome to [Company Name]! We are excited to have you join our team. Below is an outline of our employee onboarding policy to help guide you through the process.

## 1. Pre-Employment

- All new hires must complete the necessary paperwork, including tax forms and direct deposit information, before their start date.
- Background checks and drug screenings may be required for certain positions.
- New employees will receive an employee handbook outlining company policies and procedures.

## 2. Orientation

- On the first day, new employees will participate in a company orientation to learn about our culture, values, and expectations.
- HR will provide an overview of benefits, payroll, and other important information.
- Managers will introduce new hires to their team and provide a tour of the workplace.

## 3. Training

- New employees will receive job-specific training to ensure they are equipped to perform their duties effectively.
- Ongoing training and development opportunities will be available to support career growth.

## 4. Performance Expectations

- Managers will set clear performance expectations and provide regular feedback to help new employees succeed.
- Performance evaluations will be conducted periodically to assess progress and address any areas for improvement.

## 5. Resources

- HR will be available to answer any questions and provide support throughout the onboarding process.

- New employees will have access to resources such as employee assistance programs and wellness initiatives.

We are committed to providing a positive onboarding experience for all new employees. If you have any questions or need assistance, please don't hesitate to reach out to HR.

[Company Name] looks forward to working together with you to achieve success. Welcome aboard!

**Sources:**

- Employee Onboarding Best Practices.

(<https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/onboarding.aspx>)

- Employee Handbook Template.

(<https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/employeehandbook.aspx>)