

Employment Basics Policy Template

Welcome to our team! We are excited to have you on board and want to ensure a smooth onboarding process for you. Below is a template to guide you through the necessary steps for onboarding new employees.

1. Job Offer:

- Provide a formal job offer letter outlining the position, salary, benefits, and start date. Make sure to include any relevant information about the role and expectations.

2. Pre-Employment Checks:

- Conduct background checks, reference checks, and any necessary drug screenings before the employee's start date. This ensures that we have all the necessary information to proceed with the onboarding process.

3. New Hire Paperwork:

- Provide the new employee with all necessary paperwork, including tax forms, direct deposit information, and any company-specific forms. This will help us get all the required information on file.

4. Orientation:

- Schedule an orientation session for the new employee to introduce them to the company culture, policies, and procedures. This will help them feel more comfortable and prepared for their new role.

5. Training and Development:

- Develop a training plan for the new employee to ensure they have the necessary skills and knowledge to succeed in their role. This may include on-the-job training, online courses, or mentorship programs.

6. Check-Ins:

- Schedule regular check-ins with the new employee to address any questions or concerns they may have. This will help us ensure that they are adjusting well to their new role and provide any necessary support.

7. Feedback:

- Encourage open communication and feedback from the new employee to help us improve our onboarding process. This will also help us address any issues or concerns early on.

We hope this template helps you streamline the onboarding process for new employees. If you have any questions or need further assistance, please don't hesitate to reach out to us. Welcome aboard!

Sources:

- https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021834.aspx