

**SOURCEitHR**  
Payroll . EOR . Advisory

# ONBOARDING NEW EMPLOYEES

V 8.0





## AGENDA

- Onboarding Checklist
- Welcome Kit
- Orientation Guides
- HR Guide for Managers
- Post-Onboarding Period (After 3 Months)



# ONBOARDING CHECKLIST

Pre-  
Onboarding

First  
Day

First  
Week

First  
Month

Post-  
Onboarding  
Period (After  
3 Months)

# PRE - ONBOARDING

- Send offer letter and receive signed copy
- Complete background checks
- Set up work email, tools, and system access
- Prepare desk/workstation and equipment
- Send welcome email with start date, dress code, and first-day details
- Assign a mentor or onboarding buddy
- Prepare welcome kit

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**New Hire Checklist**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/>	Updated CV
<input type="checkbox"/>	Copy of Personal Documents (ID, Passport & Family Book)
<input type="checkbox"/>	Passport sized photo
<input type="checkbox"/>	Current Address <i>(please fill employee data sheet attached)</i>
<input type="checkbox"/>	Contact numbers <i>(please fill employee data sheet attached)</i>
<input type="checkbox"/>	Bank Account Details <i>(please fill employee data sheet attached)</i>
<input type="checkbox"/>	Education Certificates
<input type="checkbox"/>	Signed Contract
<input type="checkbox"/>	Emergency Contact Information <i>(please fill employee data sheet attached)</i>
<input type="checkbox"/>	No Criminal Record
<input type="checkbox"/>	Income Tax Clearance

*Note: (.pdf, .gif, or .jpeg files are acceptable)*

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# WELCOME KIT

Benefits guide



Tech setup instructions  
(how to access systems,  
tools, and IT help)



## WELCOME KIT



Branded company supplies  
(Laptop, Mobile, Mug,  
Notebook, Pen, T-shirt,  
Notepad, Sticky notes,  
Backpack )



Welcome letter from the  
CEO

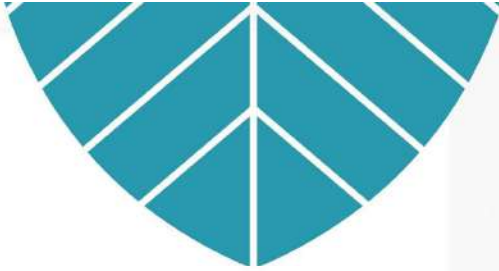


Employee  
handbook (policies,  
culture, values)



List of contacts (HR  
representative, IT  
support, immediate  
team members)

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## FIRST DAY

Office tour (workstations, common areas, restrooms, break rooms, emergency exits)

1

2

Introductions to team and key personnel

3

Explain the agenda for the first week

4

Schedule orientation/training sessions

5

Provide employee handbook, policies, and procedures

6

Assign first tasks or project overview

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# FIRST WEEK

**SOURCEHR** QAP 7.01  
PROCEDURE MANUAL  
NEW EMPLOYEE ORIENTATION FORM

Name: \_\_\_\_\_  
Date of Employment: \_\_\_\_\_  
Department: \_\_\_\_\_

Job Position: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_

Training Included the Following Main Topics:

- ◊ Introduction to the Company and its Departments
- ◊ HR Manual & Policies
- ◊ Social Security System
- ◊ Medical Insurance System
- ◊ Daily Attendance Time & working Hours
- ◊ Holidays
- ◊ Overtime
- ◊ Salary Payment
- ◊ Training on the Job
- ◊ Company Rules & Regulations
- ◊ Quality System

After three months period, and on \_\_\_\_\_ it was decided to:

- Approve
- Not Approve

Appointing the above-mentioned Employee at SOURCEHR Company.

Direct Manager Signature \_\_\_\_\_  
Managing Partner Approval \_\_\_\_\_

Complete contract signing

HR orientation (payroll, benefits, timesheets, etc.)

Introduction to organizational structure, mission, and values

Department-specific training sessions

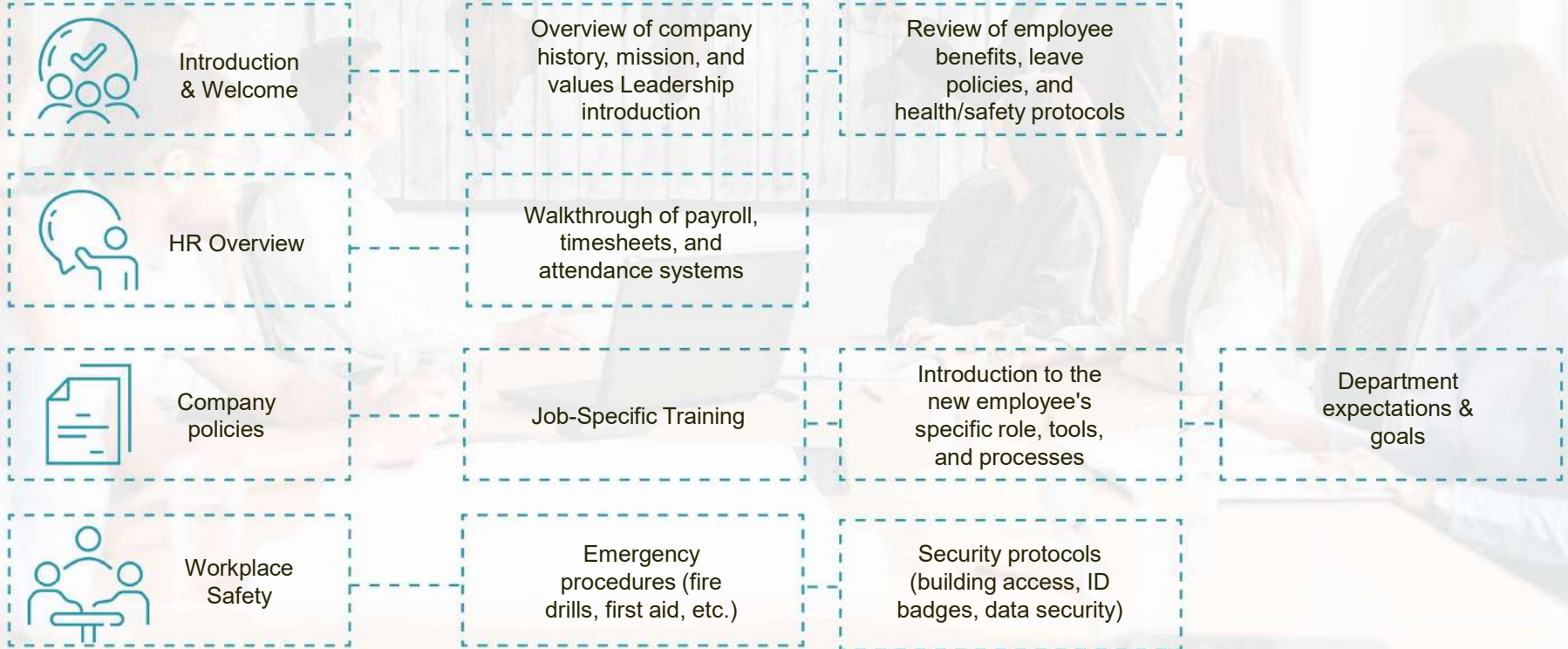
Set up one-on-one meeting with manager/supervisor

Provide an overview of performance expectations and goals

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# ORIENTATION GUIDES







# FIRST MONTH

Ongoing training and  
role-specific  
coaching

Check-in meeting to  
discuss how things  
are going

Provide  
opportunities for  
feedback on the  
onboarding process

Assessed how they  
adapted to the  
company culture  
and if they needed  
extra support

Encourage them  
to explore  
learning  
opportunities for  
their role

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# POST-ONBOARDING PERIOD

(AFTER 3 MONTHS)

- Schedule a formal performance evaluation with the employee's direct supervisor

This review should cover the employee's performance, accomplishments, challenges, and areas for improvement

- Provide constructive feedback and listen to the employee's self-assessment
- Discuss alignment between the employee's goals and the company's expectations
- Identify any gaps in skills or knowledge and create a development plan
- Full integration into the team

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# YEARS OF SUCCESS

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