Onboarding new candidate steps

- Steps to follow :

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Create HRD Account
Prepare Offer Letter
Send to Nilesh Sir/Chinmay Sir
Send Offer Letter to Employee who is hired
Recieved Signed Offer letter Add to Frappe
Casual Call 1 Before Joining Process
Casual Call 2 Before Joining Process
Casual Call 3 Before Joining Process
Send Account Creation Mail while Joining (all accounts should be created)
Ask to create Gmail Account(e.g diptim.aobs@gmail.com) username will be first name + initial of surname and pwd will be Alpha@12345
Created Skype Account
created Gitlab Account
created Github Account
Created slack Account
Created Mantisbt Account
created tester account if In tester department-Imgur
Created Skitch Account(Tester)
Install Skype Account on candidate's mobile
Introduction on Skype Group & with seniors
Inform Employee to give Introduction to seniors on personal message on skype(Nilesh Sir, Swapnil Sir,Chinmay Sir,Sushil Sir
Ask to update skype profile by DP,Designation and Mobile Number
Ask employee to keep skype profile as private & disable to others in privacy option
Inform Skype notification On
Inform to remain always online on Skype
Create Time Tracker Account
Send Link of Time Tracker Login Credentials
Ask to check mail OF Time Tracker
Inform them to clock in and clock out daily without fail by selecting a project (ask project manager to assign project)
Inform Employees to not change the password of any account created while the joining
Send Fill Form 11
Receive Form 11 and Add to Frappe
Submit the form to Nilesh Sir
Send Employee Personal Information Form
Receive Employee Personal Information Form
Prepare Joining Letter
Send Joining Letter to Nilesh Sir
Receive Signed Joining Letter from Nilesh Sir
Send Joining Letter to Employee

Received Signed Joining Letter from Employee Add to Frappe

Create NDA Form of New Joined

Send NDA Forn to employee

Receive Signed NDA Form from Employee and Add to Frappe

Inform employee about Moonlighting Policy

Add employee details on Alpha Profile details in sheet

Ask 2 alternate personal number and alpha profile detail sheet

Add employee dob & joining on Google sheet

Complete the CARE Personality Assessment

Share and add feedback for Care Personality Assement to HRD

Share WhatsApp number & contact with Nilesh Sir with 2 personal numbers with Email ID

Ask Adhar Card

Receive Adhar Card and add to frappe

Ask Pan Card

Receive Pan Card add to frappe

Ask passport size photo

Receive passport size photo adds to frappe

Ask Experience Letter

Receive Experience Letter add to frappe

Ask Relieving Letter

Receive Relieving Letter add to frappe

Ask to mail 3 months' Pay slip

Receive 3 months' Pay slip add to frappe

Ask Education Certificate

Receive Education Certificate add to frappe

Watch videos on Time Tracker in Help & Support

Inform about the Holiday Calendar in Help & Support

Update LinkedIn Account with Alpha OBS LLP

Tell project manager to add project to his account in time tracker

Take details of Hr. of the employee's previous company

Fill the BGV Form

Mail the BGV Form to concern HR

Verify BGV of employee & Add details to Frappe

Explain Leave Policy

Check the employees Wi-Fi speed

Check the employee's mobile data speed

Ask about the power cut issue in his place and ask the electricity backup

Inform to install zoom meeting in laptop and mobile, google meet

Check the audio and video of zoom meeting

Inform to install google meet in laptop and mobile

Check the audio and video of google meet

Inform to install Microsoft Team in laptop and mobile

Check the audio and video of google meet

After Watching Videos skype to Swapnil Sir for the task

Inform employee if in future if employee is not having any task ask project manager to assign the task

Inform Prashant Vinayak of New Joined

Check whether added on Perk Software or Not

Inform to add Gmail account in Mobile as well

Verify whether perk account created by Prashant Vinayak Sir or not

After creating the account explain How to add leaves in Perk Payroll to be Explained

Ask Nilesh sir to Add in Google group

After adding in google group ask to follow Culture

https://docs.google.com/document/d/1mEFf5gXvFUPsrFpPER_xw_X0UAwVrTYFUutRvbhk9NM/edit#heading=h.68zinxk5ux5u