

Onboarding new candidate

Onboarding New Candidates The onboarding process for new candidates is designed to ensure a smooth transition into the company. It includes the following steps: **Welcome and Introduction:** Welcome email and introduction to the team. Overview of the company's mission, vision, and values. **Paperwork and Compliance:** Completion of necessary documentation (e.g., tax forms, employment contracts). Overview of company policies and compliance training. **Orientation:** Office tour (or virtual tour for remote employees). Introduction to key tools and systems (e.g., email, project management software). **Training:** Initial job-specific training sessions. Introduction to ongoing training and development opportunities.

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 - [Steps to follow :](#)

Onboarding new candidate steps

Steps to follow :

Create HRD Account
Prepare Offer Letter
Send to Nilesh Sir/Chinmay Sir
Send Offer Letter to Employee who is hired
Received 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 Form 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 Assessment 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_X0UAWrTYFUutRvbhk9NM/edit#heading=h.68zinxk5ux5u