

HR On-boarding and Orientation Policy Template

1. Purpose

This policy establishes a standardized process for welcoming, integrating, and orienting new employees to ensure a smooth transition into the organization. The on-boarding program aims to provide new hires with the knowledge, resources, and support needed to become productive and engaged team members.

2. Scope

This policy applies to all new employees, including full-time, part-time, temporary, and contract workers joining the organization.

3. Policy Statement

The organization is committed to providing a comprehensive on-boarding experience that introduces new employees to the company culture, values, policies, and procedures while equipping them with the tools necessary for success in their roles.

4. Roles and Responsibilities

4.1 Human Resources Department

Coordinate and oversee the entire on-boarding process

Prepare on-boarding materials and documentation

Conduct orientation sessions

Ensure completion of all required paperwork

Track on-boarding progress and gather feedback

4.2 Hiring Manager

Prepare the workspace and equipment before the start date

Introduce new employee to team members and key stakeholders

Provide role-specific training and guidance

Set clear expectations and performance objectives

Conduct regular check-ins during the probationary period

4.3 Assigned Buddy/Mentor

Serve as a point of contact for day-to-day questions

Provide informal guidance on company culture and norms

Facilitate social integration within the team

4.4 IT Department

Set up computer systems, email accounts, and access credentials

Provide technology orientation and support

5. Pre-boarding (Before Day One)

5.1 Timeline: 1-2 weeks before start date

Send welcome email with first-day logistics

Complete all background checks and employment verification

Prepare employment contract and necessary paperwork

Set up workstation, computer, phone, and email account

Order business cards, ID badge, and any required equipment

Assign a buddy/mentor

Notify relevant departments of the new hire

Prepare on-boarding schedule and materials

6. Day One Orientation

6.1 Welcome and Introduction (First Hour)

Warm welcome by HR representative

Office tour including restrooms, break rooms, emergency exits

Introduction to immediate team members

Workspace setup and equipment overview

6.2 Administrative Tasks (Morning)

Complete employment documentation (tax forms, direct deposit, emergency contacts)

Review and sign employee handbook acknowledgment

Complete benefits enrollment

Receive ID badge, keys, and access cards

IT setup and system access verification

6.3 Company Overview (Afternoon)

Company history, mission, vision, and values

Organizational structure and key departments

Products, services, and target markets

Company policies and procedures overview

Introduction to employee benefits and perks

6.4 End of Day One

Provide employee handbook and reference materials

Schedule follow-up meetings for week one

Address any immediate questions or concerns

7. First Week On-boarding

7.1 Days 2-5 Activities

Department-specific orientation

Role-specific training sessions

Introduction to key stakeholders and cross-functional teams

Review of job description and performance expectations

Assignment of initial tasks and projects

Daily check-ins with manager and buddy

7.2 Key Topics to Cover

Communication channels and protocols

Time and attendance procedures

Expense reporting and approval processes

Safety and security procedures

Access to company resources and systems

Dress code and workplace conduct expectations

8. First 30-90 Days

8.1 30-Day Milestones

Complete all mandatory training programs

One-on-one meeting with manager to review progress

Set short-term goals and objectives

HR check-in to address questions and concerns

8.2 60-Day Milestones

Mid-probation performance review

Increased responsibility and autonomy

Continued skill development and training

8.3 90-Day Milestones

Comprehensive performance evaluation

Discussion of long-term career development

Feedback session on on-boarding experience

Final probationary period review

9. Training and Development

9.1 Mandatory Training

All new employees must complete the following within their first 30 days:

Workplace safety and emergency procedures

Anti-harassment and discrimination prevention

Data security and confidentiality

Code of conduct and ethics

Compliance training (industry-specific)

9.2 Role-Specific Training

Technical skills and systems training

Job-specific procedures and protocols

Customer service standards (if applicable)

10. On-boarding Checklist

HR will maintain a comprehensive checklist covering:

Pre-boarding tasks completion

Day one activities completion

First week milestones

30-60-90 day check-ins

Training completion verification

Documentation collection and filing

11. Feedback and Continuous Improvement

11.1 New Employee Survey

Administer survey at 30 and 90 days

Gather feedback on on-boarding experience

Identify areas for improvement

11.2 Program Evaluation

Review on-boarding metrics quarterly

Assess time-to-productivity rates

Monitor new hire retention rates

Update on-boarding materials as needed

12. Remote and Hybrid Employee On-boarding

For remote or hybrid workers:

Ship equipment and materials prior to start date

Conduct virtual orientation sessions

Schedule video calls for introductions

Provide digital access to all resources

Arrange periodic in-office visits when possible

Ensure clear communication channels are established

13. Special Circumstances

13.1 Rehires

Abbreviated orientation focusing on updates and changes

Review of any new policies or procedures

13.2 Internal Transfers

Department-specific orientation

Introduction to new team and stakeholders

Review of new role responsibilities

14. Documentation and Record Keeping

All on-boarding documentation must be:

Completed accurately and in a timely manner

Stored securely in employee personnel files

Maintained in compliance with legal requirements

Accessible to authorized personnel only

15. Policy Review

This policy will be reviewed annually and updated as necessary to reflect best practices, legal requirements, and organizational changes.

Effective Date: [Insert Date]

Policy Owner: Human Resources Department

Approved By: [Name/Title]

Next Review Date: [Insert Date]

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