

New Employee Orientation Process

Before a new hire's first day, you need to prepare all the documents required to onboard them properly.

A paperwork checklist ensures that all the necessary documents are sent and received on time with all the signatures or e-signatures. It helps in completing the process faster and without missing any crucial document.

After getting these documents signed, securely store these forms (either physical or digital form).

Here's a list of things to keep in mind if you find yourself confused while preparing what documents are needed for new employees:

Create an Employment Contract which should be digitally signed by the new employees and include these following details:

- Job Information [Job Title, Department]
- Working days and hours
- Length of Employment
- Remunerations and Benefits
- Employee's Responsibilities and Task
- Non Disclosure Agreement
- Termination Policy
- Non-Compete Agreement

Send in Job Letter attached with Employment contract which should contain:

- Job Description
- Name of Reporting Manager
- Joining Date
- Work Schedule
- Last date to respond to the offer

After receiving all these documents signed by the new employees, ask them to send out various documents which will verify their eligibility for the job:

- Digital Copy of Pan Card
- Digital Copy of Aadhaar Card
- Tax Declarations
- Bank Salary Account
- Personal Details