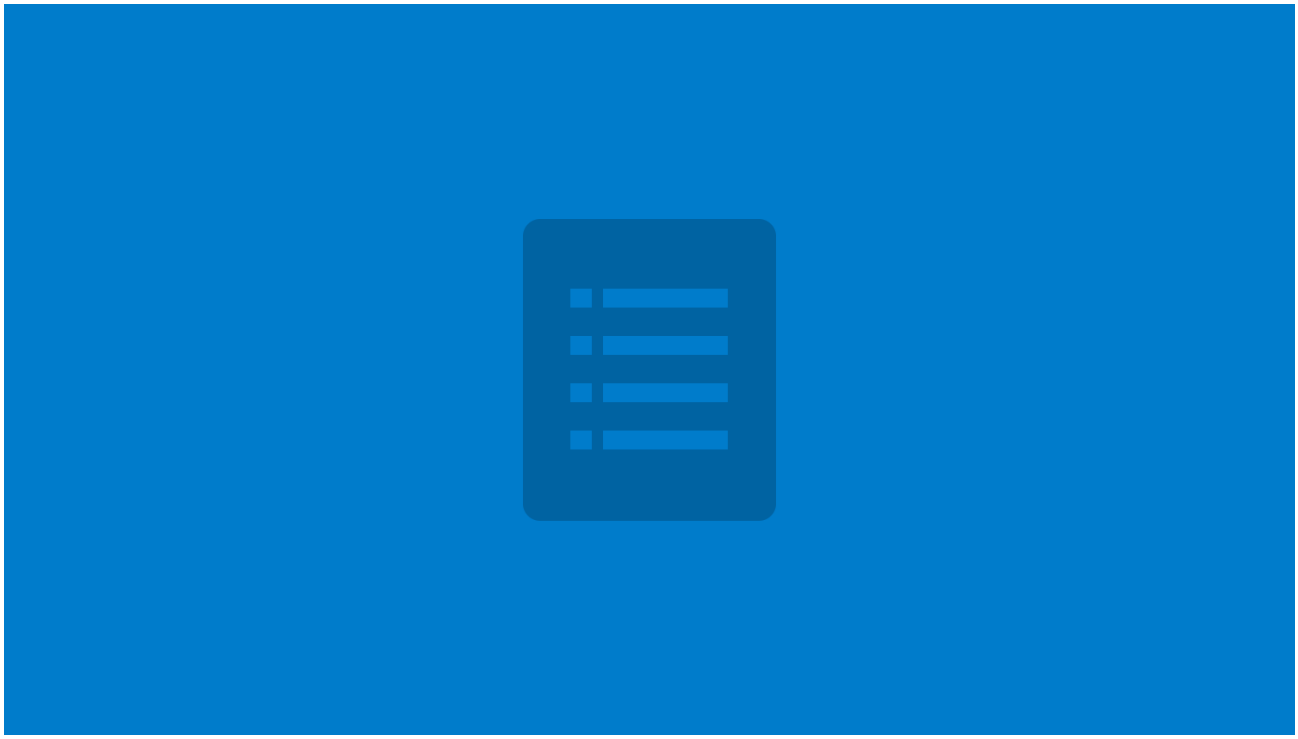
New Employee Onboarding Checklist

Kissflow HR cloud allows you to turn a paper-based checklist into an onboarding app and automate your onboarding process in minutes.



- [ ] Add personal employee information to an organizational database (name, address, contact)
- [ ] Add the employee to organizational chart (role, manager, department, start date, location)
- [ ] Set a reminder for birthday and work anniversary
- [ ] Send a welcome note (Include a company swag)
- [ ] Have the IT department create a new email address for the employee
- [ ] Add their email address to appropriate email lists
- [ ] Learn what resources (hardware, software, mobile phone, apps) they would need
- [ ] Create a new salary account for the employee (order debit/credit cards)
- [ ] Ensure IT team has their system and access keys ready (password, wifi access)
- [ ] Request the admin to allot a cabin and access cards
- [ ] Get approval from the finance team for resource allotment
- [ ] Set up meetings with relevant departments (IT, Finance, HR. etc)
- [ ] Schedule required training (technology or general)

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