Employee Onboarding SOP

An onboarding SOP, or Standard Operating Procedure, is a set of guidelines and processes that businesses use to integrate new employees. SOPs for onboarding help ensure that new hires have a consistent and efficient experience. [1, 2]

What does an onboarding SOP include? [2, 3]

- Employee profile: Creating a profile for each new employee
- Workstation setup: Setting up a workstation for each new employee
- Company policies: Reviewing company policies with new employees
- Job-specific training: Providing training specific to the new employee's role
- Process steps: Providing instructions on how to complete tasks
- Resources: Providing helpful resources for new employees
- Contact details: Providing contact details for relevant team members

Who does an onboarding SOP benefit? [3]

- HR teams: SOPs help HR representatives familiarize new employees with the company
- New hires: SOPs help new employees understand the inner workings of the business and their role

Generative AI is experimental.

[1] https://trainual.com/manual/sop-for-onboarding-new-employees
[2] https://usewhale.io/blog/3-sops-for-your-employee-onboarding-program/
[3] https://scribehow.com/library/onboarding-sops

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