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non-disclosure agreements (not required but recommended to protect your intellectual property, systems, and processes).
Emergency Contact Info You should also include a document requesting emergency contact information for at least two individuals who you could call if an accident or emergency were to happen. You should ask for names, phone numbers, and email addresses.
Employee Handbook The next step is providing all the onboarding documents employees will need in order to understand and agree to your internal policies and procedures. This includes dress code, policies, company values, code of conduct, etc., and should be included in an employee handbook. Your employee handbook should also include information about your company's mission statement. This includes your goals, your overall purpose, and how you intend to get there (your strategic plan). This may vary by department. Make sure you include detailed information about your company's time-off policy so that there's no confusion later down the line. This includes procedures for requesting PTO, vacation hours, sick days, jury duty, etc. Employees must sign an acceptance form so that you have written proof that they agree to comply with all your policies and procedures.
Organizational Chart You also want new hires to understand the structure of your company and how they fit in from day one. The best way to do this is by providing them with a copy of your organizational chart. An organizational chart is a diagram that visually conveys a company's internal structure by detailing the roles, responsibilities, and relationships between individuals within an entity. This will help them understand who they report to and who reports to them.
Payroll and Benefits The final vital form you need to include in your onboarding documents welcome kit relates to payroll and benefits. Firstly, you need to collect all relevant data so that you can pay your new employees. For example, if your company offers direct deposit as a way of delivering paychecks, you need to provide new hires with a direct deposit form. This document collects bank account details for processing payments, and it is the most efficient way to ensure new employees are paid on time from their first paycheck. You should also consider including a benefits brochure to introduce new starters to any additional compensation schemes that are available to them. This might include medical insurance, career advancement opportunities, or retirement plans, amongst other benefits.
How to Write Your Onboarding Documents Your onboarding documents represent one of the first impressions a new starter will get of your company. This is why it is important to create a well-organized onboarding paperwork process. It will help new employees understand what's expected of them and how they fit into the overall structure of your company. It will also help them feel comfortable and appreciated right from the start. In other words, it will set them off on the right foot for a productive employee lifecycle, right up until they reach your final off-boarding process. There are a number of onboarding best practices you should keep in mind when you write your onboarding documents and design your onboarding paperwork process. Firstly, your onboarding process should include a mixture of actionable tasks the employee needs to sign, read, and do. Try to make it as interactive as possible. Secondly, make sure you include documentation about your company culture and norms. Also, make sure to include team-specific resources that your new employee might need. Help new hires settle in by including a glossary of company jargon and a who's who cheat sheet. Make the stressful onboarding experience more navigable by pairing your new hire up with a buddy: a more-experienced team member who can show them the ropes. Consider using a document management system like Factorial HR to handle your entire onboarding process. You can make a number of savings with HR onboarding software, plus it makes the whole process much more streamlined, automated and efficient. Most importantly, make sure you create and use an onboarding document checklist to ensure all new starters are provided with all vital documents in their welcome kit. Streamline your workflow with our Business Management Software. Sample Onboarding Documents Template Let's finish by discussing the importance of using an onboarding document checklist to make sure your welcome kits include all the important information. This will guide your new employees and help them transition into your company and their roles much faster. Aside from the new hire onboarding paperwork we have already discussed, your onboarding checklist should also include information on: New employee orientation Introduction to company culture, mission and values Role of the employee Goal setting Job training Dates for check-ins Meetings with other employees or superiors If you're not sure where to start with your checklist, why not take a look at our sample onboarding checklist? You can use this free template to track each stage of your onboarding process. It covers everything from publishing job offers to preparing your onboarding documents and welcome kits. This will help you welcome your new starters and help them quickly transition into the newest productive and motivated members of your team. Once your onboarding checklist is finished, be sure to check out the 100+ new hire onboarding survey questions we have listed that will help you gain feedback!