

# INDUCTION PROTOCOL

Employee Onboarding & Integration

Form: HR-IND-04  
Revision: 2024.1

PRE-ARRIVAL  
DAY ONE  
WEEK ONE  
MONTH ONE  
REVIEW

## Phase 1: Administrative Preparation

### Workstation & Hardware Setup

Laptop provisioning, peripherals, desk assignment, and access badges.

### Digital Credentials

Email activation, Slack/Teams access, and project management tool invites.

## Phase 2: Culture & Compliance

### Policy Attestation

Review and sign Employee Handbook, NDA, and Safety Protocols.

### Organizational Overview

Introduction to company vision, mission, and department hierarchy.

## Phase 3: Technical Integration

### Role-Specific Tooling

Installation of IDEs, CRM access, or specialized department software.

### Buddy Assignment

Pairing with a senior team member for informal knowledge transfer.

Employee Name:

Manager/HR Signature:

Completion Date: