

# HIRING INTEGRATION PROCESS CHART

Candidate Name: \_\_\_\_\_

Position: \_\_\_\_\_

ID: # \_\_\_\_\_

## PHASE 1: PRE-ONBOARDING & DOCUMENTATION STAGE 100

DONE	INTEGRATION TASK	OWNER	TARGET DATE
	Signed Offer Letter & Contract received	HR	
	Background check & Reference verification	Security	
	IT Equipment provisioning (Laptop, Peripheral)	IT Support	

## PHASE 2: TECHNICAL ACCESS & SYSTEMS STAGE 200

	Corporate Email & Directory activation	IT	
	Slack / Communication tool access granted	Dept. Lead	
	Project Management (Jira/Asana) seat assigned	Admin	

## PHASE 3: CULTURAL INTEGRATION & TRAINING STAGE 300

	Company Values & Compliance Seminar	Culture	
	Departmental "Buddy" Assignment	Manager	
	30-Day Goal Setting Meeting	Direct Lead	