

New Hire Policy Template

1. Purpose

This New Hire Policy outlines the guidelines for onboarding, orientation, and integration of newly hired employees to ensure consistency and compliance within the organization.

2. Scope

This policy applies to all new employees, including full-time, part-time, and contract workers, across all departments and locations.

3. Policy Statement

All new hires will undergo a standardized onboarding and orientation process designed to introduce them to the company's culture, values, and procedures.

4. Procedure

- **Offer Letter:** Issue a formal offer letter to the selected candidate.
- **Employment Documentation:** Collect and verify all required documents and forms before the start date.
- **Onboarding Orientation:** Schedule and conduct orientation sessions that introduce company policies, workplace safety, and job responsibilities.
- **Workplace Integration:** Assign a mentor or supervisor to facilitate the new hire's integration during the first 90 days.
- **Evaluation:** Conduct an initial performance review after the onboarding period ends.

5. Responsibilities

- **HR Department:** Manage the onboarding process and maintain employee records.
- **Managers:** Support new hires in their integration and training.
- **New Hires:** Complete all required onboarding activities and training.

6. Compliance

Failure to comply with this policy may result in delays in onboarding or disciplinary action.

7. Revision and Review

This policy will be reviewed annually and updated as needed.