

EMPLOYEE ONBOARDING HANDBOOK

EDIT in
Canva

YOUR COMPANY NAME
WEEKLY AGENDA

DAY	TIME	ACTIVITY
MON	9:00 AM	WELCOME & INTRODUCTION
TUE	9:00 AM	MISSION & VISION
WED	9:00 AM	MEET THE TEAM
THUR	9:00 AM	COMPANY VALUES
FRI	9:00 AM	EMPLOYEE HANDBOOK
SAT	9:00 AM	YOUR ROLE
SUN	9:00 AM	LEGAL & POLICIES

OUR MISSION
MISSION STATEMENT

At [Company Name], we are committed to providing our customers with the highest quality products and services. Our mission is to create a positive impact in the lives of our customers and employees alike.

OUR VISION
YOUR COMPANY NAME

NEW JOINER
ONBOARDING HANDBOOK

WELCOME TO THE TEAM!

YOUR COMPANY NAME

OUR FOUNDER

MEET AMANDA

Hi, I'm Amanda, the founder of [Company Name]. I'm excited to have you on board and look forward to working together to achieve our goals.

BENEFITS

At [Company Name], we offer a comprehensive benefits package to support your well-being and financial future.

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) Plan
- Employee Stock Purchase Plan
- Flexible Spending Account (FSA)
- Paid Time Off (PTO)
- Short-Term Disability
- Long-Term Disability

EMPLOYEE HANDBOOK
CHECKLIST

PLEASE COMPLETE THE FOLLOWING CHECKLIST BY YOUR FIRST DAY OF WORK.

ITEM	STATUS
Complete New Hire Form	<input type="checkbox"/>
Review Employee Handbook	<input type="checkbox"/>
Complete Direct Deposit Information	<input type="checkbox"/>
Review Benefits Package	<input type="checkbox"/>
Complete Emergency Contact Information	<input type="checkbox"/>
Review Code of Conduct	<input type="checkbox"/>
Complete Safety Training	<input type="checkbox"/>
Review Anti-Harassment Policy	<input type="checkbox"/>
Complete New Hire Orientation	<input type="checkbox"/>
Review Job Description	<input type="checkbox"/>

WHAT TO EXPECT

As a new employee, you can expect a structured onboarding process designed to help you get up to speed quickly. You will receive a welcome packet, attend a new hire orientation, and meet with your manager to discuss your role and expectations.

WELCOME

WELCOME TO THE TEAM!

At [Company Name], we are excited to have you on board. We are committed to providing you with a supportive and collaborative work environment. Your manager will be your primary point of contact for any questions or concerns.

MEET THE TEAM!

Meet the key members of our team:

- John Doe, CEO
- Jane Smith, CFO
- Mike Johnson, COO
- Sarah Lee, HR Director
- David Brown, Sales Director
- Emily White, Marketing Director

YOUR COMPANY NAME
COMPANY VALUES

- INTEGRITY
- INNOVATION
- TEAMWORK
- EXCELLENCE
- RESPECT
- ACCOUNTABILITY

YOUR COMPANY NAME
EMPLOYEE HANDBOOK

WELCOME TO THE TEAM!

YOUR POLICY

At [Company Name], we are committed to providing a safe and healthy work environment for all employees. Our policies are designed to ensure the well-being of our employees and the success of our organization.

YOUR DEVELOPMENT

At [Company Name], we are committed to providing you with the resources and support you need to grow and develop your skills. We offer a variety of training and development opportunities, including workshops, seminars, and online courses.

YOUR RESOURCE GUIDE

At [Company Name], we provide a variety of resources to help you succeed in your role. These resources include:

- Employee Handbook
- Code of Conduct
- Anti-Harassment Policy
- Safety Training
- Emergency Procedures
- IT Support
- HR Support
- Legal Support

REMOTE WORKING

At [Company Name], we offer a flexible remote working policy. This policy allows you to work from home or another location, providing you with the flexibility you need to balance your work and personal life.

YOUR COMPANY NAME
OUR HISTORY

At [Company Name], we have a rich history of innovation and growth. Our journey began in [Year] when [Founder Name] founded the company. Over the years, we have grown from a small startup to a leading industry player.

YOUR RESOURCE GUIDE

At [Company Name], we provide a variety of resources to help you succeed in your role. These resources include:

- Employee Handbook
- Code of Conduct
- Anti-Harassment Policy
- Safety Training
- Emergency Procedures
- IT Support
- HR Support
- Legal Support

LEGAL

At [Company Name], we are committed to providing a safe and healthy work environment for all employees. Our policies are designed to ensure the well-being of our employees and the success of our organization.

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The Top Books of the Year Employment Guide Com The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoovers "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Employment Guide Com : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Employment Guide Com : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and gripping novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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