

HUMAN RESOURCES

EMPLOYEE ONBOARDING

Employee onboarding is an important process in Human Resources. It begins when a new employee joins the company and continues during the first weeks or months. The main goal of onboarding is to help the new worker understand the company, feel comfortable, and start their job successfully.

First, HR prepares all the documents the new employee needs. This includes the work contract, personal information forms, and tax documents. HR also checks that all documents are complete and correct before the employee starts working.

On the first day, HR usually welcomes the new employee at the reception area. They introduce the person to the company building, show the office, the meeting rooms, the cafeteria, and other important places. HR also explains the rules of the company, such as the dress code, working hours, break times, and safety procedures.

After the welcome tour, HR introduces the new worker to their manager and teammates. Meeting colleagues is very important because it helps the new employee feel like part of the team. The manager explains the tasks, responsibilities, and expectations for the job. Many companies also provide a mentor—someone who helps the new employee during the first days.

During the onboarding period, HR may organize training sessions. These sessions help the new worker learn how to use the company's systems, software, and tools. Training can also include customer service, communication skills, or company values.

HR continues to support the new employee even after the first day. They check regularly to see if the employee feels comfortable and understands the work. If there is a problem or question, HR helps solve it.

A good onboarding process is important because it helps employees feel welcome, confident, and prepared. When onboarding is effective, employees usually stay longer in the company and do their jobs better.

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A. Vocabulary Check

Match the words with the correct meaning.

1. Onboarding
 2. Mentor
 3. Contract
 4. Responsibilities
 5. Training
- a) Duties and tasks you must do
 - b) A process of welcoming and preparing a new employee
 - c) A person who guides and helps a new worker
 - d) A document that explains your job agreement
 - e) Activities to help you learn something new

B. True or False

1. Onboarding begins after the first month of work.
2. HR prepares documents before the employee starts.
3. A mentor is someone who helps the new employee.
4. Training is never part of onboarding.
5. A good onboarding process helps employees stay longer.

C. Fill in the blanks

Use these words: rules, training, support, manager, building

1. HR shows the new employee the company _____.
2. The _____ explains the tasks and expectations.
3. HR teaches the new worker the company _____.
4. The company gives _____ sessions to help workers learn systems.
5. HR continues to _____ the employee during the first weeks.

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D. Writing Task

Write 6 sentences about your own onboarding experience or an imaginary one.

Use past tense.

Example: HR welcomed me on my first day.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.