

Onboarding Process

Before **ACME Corp.** welcomes a new employee on his or her first day at work, the new colleague's first day is prepared. Several departments are involved in this onboarding process and are provided with the **Onboarding** app for this purpose.

The diagram illustrates the ACME Onboarding Process. At the top, a green header displays "ACME Onboarding Process". Below this is a photograph of several hands assembling puzzle pieces on a wooden surface. Underneath the photo is a row of five circular icons: a cloud with a download arrow, a trash can, a share symbol, an information 'i', and a gear. The bottom section features a navigation bar with a left arrow, a right arrow, and the text "ACME Onboarding Process". Below the navigation bar is a red card with a white box icon, the text "Onboarding of New Employees", and "App Project" in italics.

On this Page:

- The Onboarding Process
 - Creating the Employee's Datasheet
 - Creating a Training Plan
 - Preparing the Technical Equipment
 - Preparing the Office
 - Feedback
 - Informing New Employee

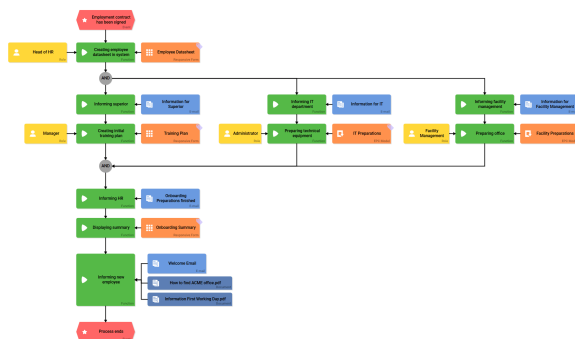
Related Pages:

- Modeling EPCs
 - AND Branching
 - Dispatch of E-Mail Attachments
 - Modeling Conventions

The Onboarding Process

On his or her first working day at **ACME Corp.**, a new employee should already find a furnished workplace. The preparations for the onboarding are spread over several departments. **Irene Adler** would like to introduce the app **Onboarding** in order to coordinate the interaction of all players and to ensure that everything is processed on the first day of the new colleague's work.

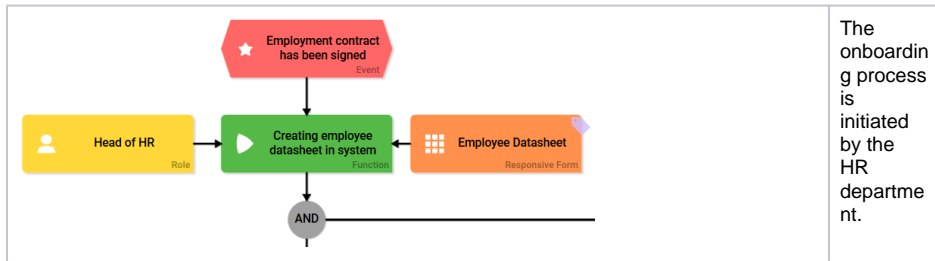
The onboarding process comprises several sub-processes that are carried out by different actors:



- **Creating the Employee's Datasheet:**
 - As soon as the HR department receives a signed employment contract, the [Employee Datasheet](#) form is filled out. The basic data of the new employee is entered here.
- **Creating a Training Plan:**
 - The new employee's supervisor creates a training plan to structure the employee's first days in the company.
- **Preparing the Technical Equipment:**

- The IT department prepares the technical equipment for the new employee: An email address is created for him, his laptop is equipped with the necessary software and his work mobile phone is configured.
- **Preparing the Office:**
 - The facility management has to furnish the office for the new employee. In addition, facility management has to prepare a key for the office building, which must be unlocked for the corresponding floors.
- **Feedback:**
 - Once all departments have completed their tasks, the HR department is informed. The [Onboarding Summary](#) form provides the departments involved with an overview of all data saved during the process.
- **Informing New Employee:**
 - Finally, an information mail is sent to the new employee, to which driving directions and information on the first day of work are attached.

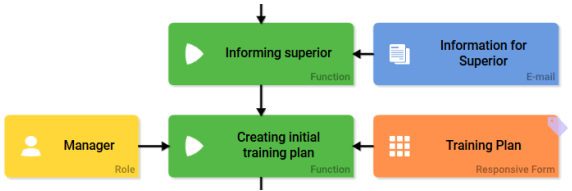
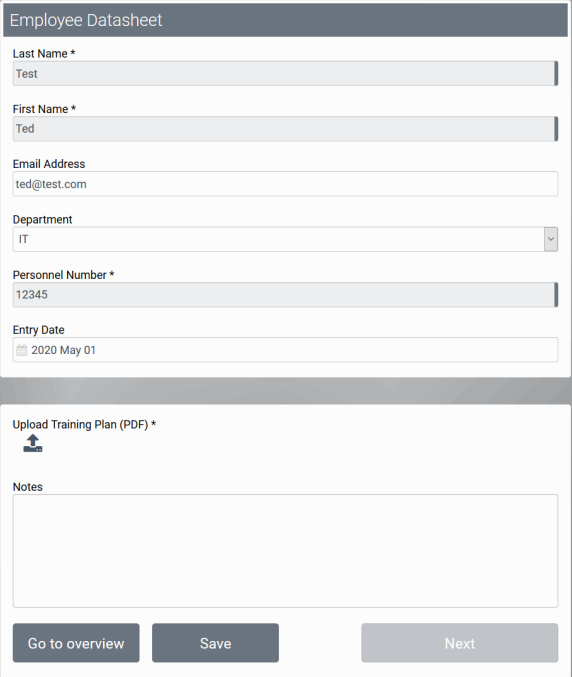
Creating the Employee's Datasheet



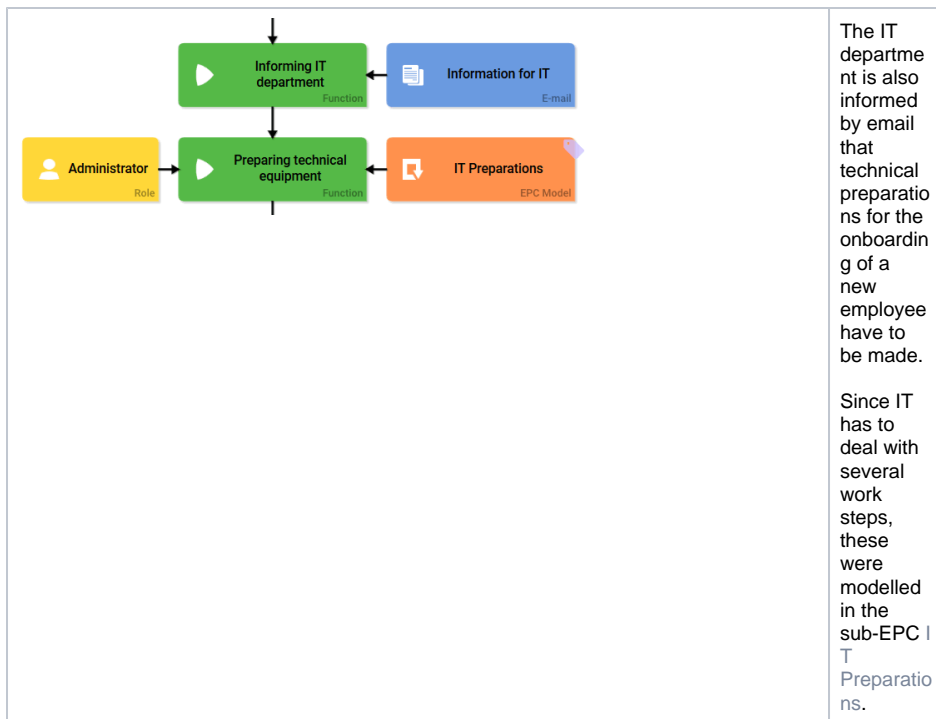
<div><div>Employee Datasheet</div><div><div>Last Name *</div><div></div></div><div><div>First Name *</div><div></div></div><div><div>Email Address</div><div></div></div><div><div>Department</div><div></div></div><div><div>Personnel Number *</div><div></div></div><div><div>Entry Date</div><div></div></div></div> <div><div>Go to overview</div><div>Save</div><div>Next</div></div>	<p>As soon as a signed employment contract is available, an HR employee fills out the Employee Datasheet form.</p> <p>The next process steps take place in different departments. However, since the departments can perform their respective tasks independently of each other, parallel execution (modeled as AND branching in the EPC model) starts after the creation of the employee datasheet.</p>
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The following steps run in parallel: The three departments involved - [Management](#), [IT](#) and [Facility Management](#) - each receive an e-mail informing them that they have work to do for the onboarding of a new employee. The user departments can process their specific work tasks independently of each other.

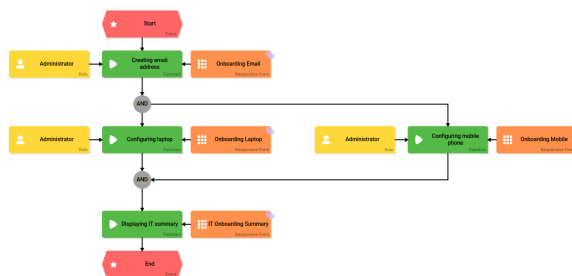
Creating a Training Plan

	<p>The superior of the new employee receives an information mail informing him when the new colleague starts so that he can create a training plan for the first days.</p>
	<p>In the Training Plan form he can upload the created plan as a PDF file. He can also enter additional information in another field.</p> <p>His onboarding tasks are then completed and he can leave the form by clicking on the Preparations Completed button.</p>

Preparing the Technical Equipment



The sub-process **IT Preparations** starts with the creation of an email address for the new employee. Then the laptop and work mobile phone of the new employee must be configured. Since these two steps can be performed in parallel, AND branching is also used here. Only when both steps have been executed does the process move on to the final step **Displaying IT summary**:



Employee Datasheet

Last Name *

Test

First Name *

Ted

Email Address

ted@test.com

Department

IT

Personnel Number *

12345

Entry Date

2020 May 01

ACME Email Address

ted.test@acme-corp.com

Go to overview

Save

Next

IT creates an email address for the new colleague and enters it in the Onboarding Email form.

<div data-bbox="168 149 329 174">Your Next Steps</div> <div data-bbox="168 191 451 203"><small>Several possible steps exist. Please choose the next step.</small></div> <div data-bbox="168 216 717 275"><div>Configuring laptop</div><div>Configuring mobile phone</div></div> <div data-bbox="168 287 717 321"><div>Cancel</div><div>Go to overview</div></div>	<p>Subsequently, the parallel execution of the sub-EPC IT Preparations starts and the IT staff can decide which of the next steps they want to execute first.</p>
<div data-bbox="168 632 717 1272"><div>Employee Datasheet</div><div><div>Last Name *</div><div>Test</div></div><div><div>First Name *</div><div>Ted</div></div><div><div>Email Address</div><div>ted@test.com</div></div><div><div>Department</div><div>IT</div></div><div><div>Personnel Number *</div><div>12345</div></div><div><div>Entry Date</div><div>2020 May 01</div></div><div><div>ACME Email Address</div><div>ted.test@acme-corp.com</div></div><div><div><input type="checkbox"/> Laptop ready</div><div><div>Laptop Notes</div><div></div></div></div><div><div>Go to overview</div><div>Save</div><div>Next</div></div></div>	<p>The Onboarding Laptop form states that the computer is ready for the new employee. The IT department can also enter comments on the configuration.</p>

Employee Datasheet	
Last Name *	
Test	
First Name *	
Ted	
Email Address	
ted@test.com	
Department	
IT	
Personnel Number *	
12345	
Entry Date	
2020 May 01	
ACME Email Address	
ted.test@acme-corp.com	
<input type="checkbox"/> Mobile ready	Mobile Number
Mobile Notes	
Go to overview	Save
Next	

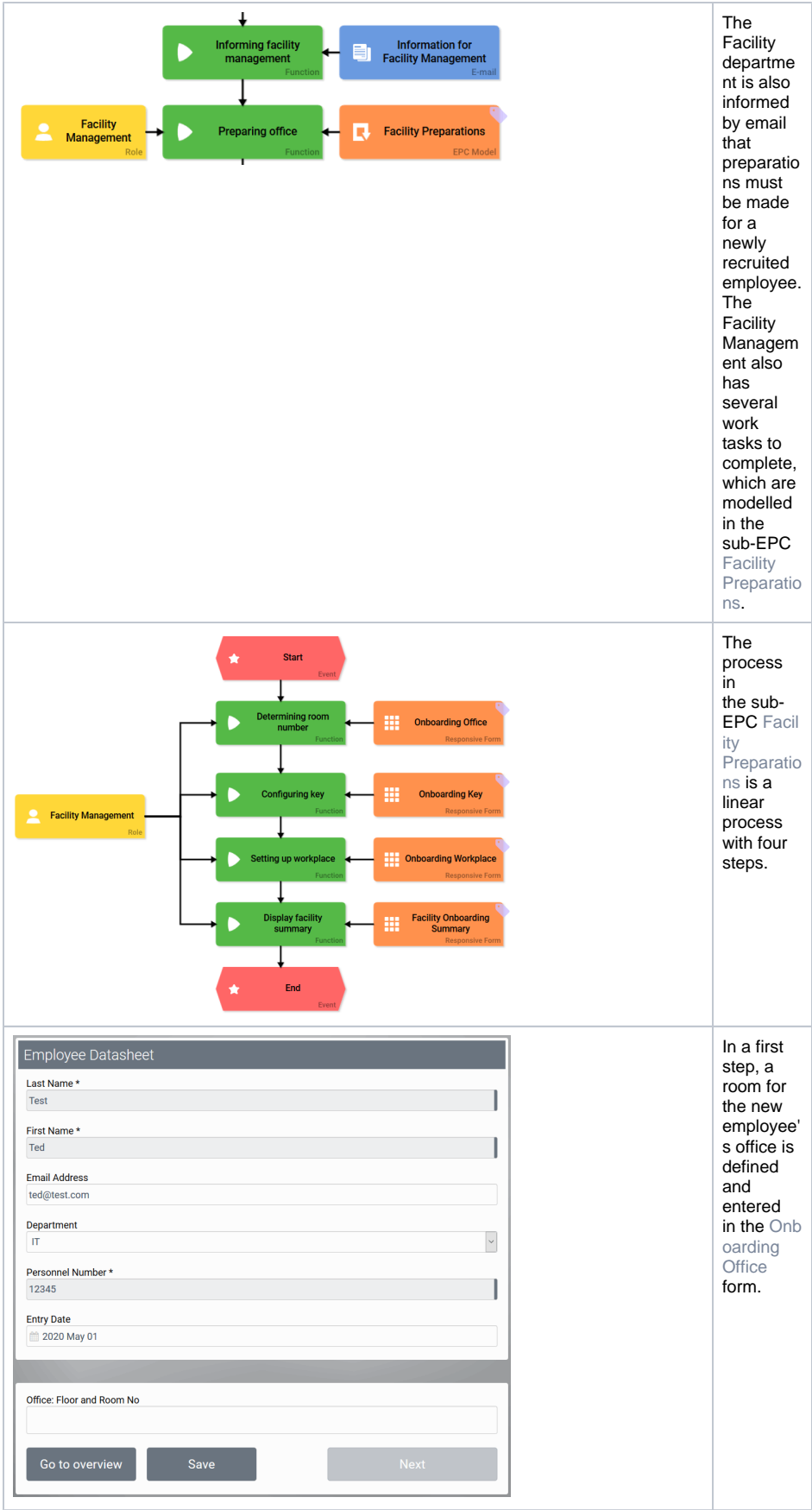
When the configuration of the mobile phone is completed, the phone number is entered in the Onboarding Mobile form. Further information on the phone can be recorded in the field Mobile Notes.

Employee Datasheet	
Last Name *	Test
First Name *	Ted
Email Address	ted@test.com
Department	IT
Personnel Number *	12345
Entry Date	2020 May 01
IT Onboarding Summary	
ACME Email Address	ted.test@acme-corp.com
<input checked="" type="checkbox"/> Laptop ready	Laptop Notes
<input checked="" type="checkbox"/> Mobile ready	Mobile Number
	+1 43587358345
Mobile Notes	
Go to overview	Save
Preparations Finished	

Only when the two parallel steps Configuring laptop and Configuring mobile phone are completed, the IT Onboarding Summary form can be displayed.

The form provides a summary of all entries made by the IT department, which can be checked and completed again. Once all information is contained, the form is exited by clicking on the button Preparations Finished. The IT department has thus made its contribution to onboarding.

Preparing the Office

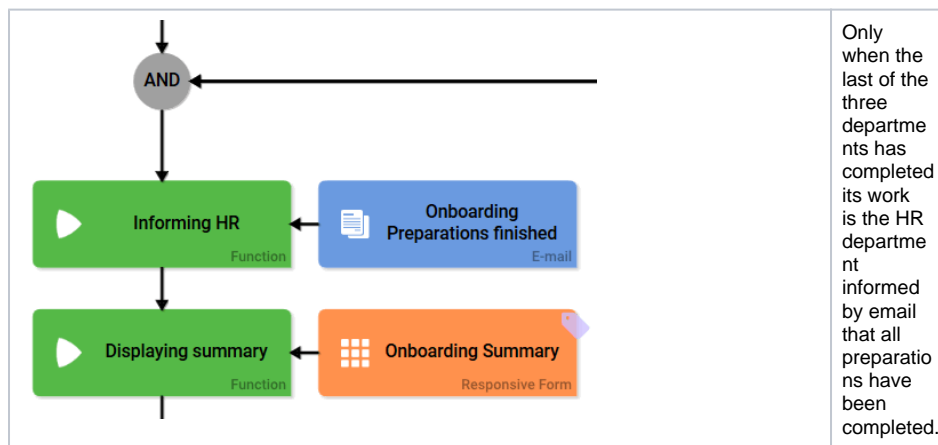


<div><div>Employee Datasheet</div><div><div>Last Name *</div><div>Test</div></div><div><div>First Name *</div><div>Ted</div></div><div><div>Email Address</div><div>ted@test.com</div></div><div><div>Department</div><div>IT</div></div><div><div>Personnel Number *</div><div>12345</div></div><div><div>Entry Date</div><div><div>2020 May 01</div></div></div></div> <div><div>Office: Floor and Room No</div><div>Floor 2, Room 204</div></div> <div><div>Key Number</div><div></div><div>Access</div><div>Please enter the floor numbers, the key has been enabled for!</div></div> <div><div>Go to overview</div><div>Save</div><div>Next</div></div>
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Employee Datasheet	
Last Name *	<input type="text" value="Test"/>
First Name *	<input type="text" value="Ted"/>
Email Address	<input type="text" value="ted@test.com"/>
Department	<input type="text" value="IT"/>
Personnel Number *	<input type="text" value="12345"/>
Entry Date	<input type="text" value="2020 May 01"/>
Office: Floor and Room No	
<input type="text" value="Floor 2, Room 204"/>	
Key Number	Access
<input type="text" value="98f76"/>	<input type="text" value="Floors 2,3,6"/>
<input checked="" type="checkbox"/> Workplace ready	Office Equipment
	<input type="text" value="Standard"/>
<input type="button" value="Go to overview"/> <input type="button" value="Save"/> <input type="button" value="Preparations Finished"/>	

Once the facility has gone through all process steps, the data is summarized the last step. The form Facility Onboarding Summary can be exited by clicking the button Preparations Finished. This indicates that the department has completed its tasks in the onboarding process.

Feedback



Only when the last of the three departments has completed its work is the HR department informed by email that all preparations have been completed.

Onboarding Summary	
Training Plan	
Upload Training Plan	Notes
 ACME Training Plan.	<input type="text"/>
Work Place	
Office: Floor and Room No	
<input type="text" value="Floor 2, Room 204"/>	
Key Number	Access
<input type="text" value="98f76"/>	<input type="text" value="Flors 2,3,6"/>
<input checked="" type="checkbox"/> Workplace ready	Office Equipment
	<input type="text" value="Standard"/>
Technical Equipment	
ACME Email Address	
<input type="text" value="ted.test@acme-corp.com"/>	
Mobile Number	Mobile Notes
<input type="text" value="+1 43587358345"/>	<input type="text"/>
<input checked="" type="checkbox"/> Laptop ready	Laptop Notes
	<input type="text"/>
<input type="button" value="Go to overview"/>	<input type="button" value="Save"/>
<input type="button" value="Send Information Mail"/>	

Afterward s, all participant s can view the Onboardi ng Summary form, which provides an overview of the input of all departme nts.

In this step, the HR departme nt can add comments before the form is closed by clicking on the Se nd Informatio n Mail button.

Informing New Employee

