

HR Role in the Employee's Onboarding

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INTRODUCTION

Why this Moment Matters

The onboarding and first 90 days for new joiners is critical for their seamless integration with our ways of working, purpose and vision. This integration creates a sense of belonging and enables them to get up to speed faster. It also paves the way for creating the right conditions for the newcomer to succeed.

THE HR ROLE

In line with the People Engagement Journey, Leaders are now fully in charge of their new team member's onboarding experience - from the moment the new hire accepts the offer until they are fully onboarded in the job, the team and the Group. The collaboration between recruiters, hiring managers, Site HR, and HR Operations is crucial to ensure a smooth transition from recruitment to onboarding.

An onboarding digital feature in MY HR Services is available to support leaders in organizing the arrival of their new team members and to welcome and engage new hires during their onboarding.

HR Operations, Payroll, and Site HR users have access to the onboarding dashboard with various roles.

- HR Operations takes the lead in hiring the employee after the recruiter confirms an offer acceptance and the candidate completes their onboarding information, forms and documents.
- Country Payroll teams complete & approve hiring information in Employee Central, hrX and Time Management App once they receive the notification.
- Site HR has visibility in the onboarding dashboard to follow up on the status of new joiner's at their site and are responsible for compliance with local legislation and collection/processing of local forms until the progressive go-lives of country specific onboarding
- Site HR collaborates in collecting necessary documentation from new Joiners when **Onboardings are manual** (not through the Employee Central Dashboard).

Here you will find an [HR User Guide](#) with step by step instructions for My HR Services Onboarding.

Note: From July 2023 onward, the **Home Address and the corresponding required fields become **mandatory** for **China** Onboardees during Personal Data Collection.*

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- [Organizational Announcement Guidelines](#)
- [Preparing an Employee's Onboarding - Managers](#)
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