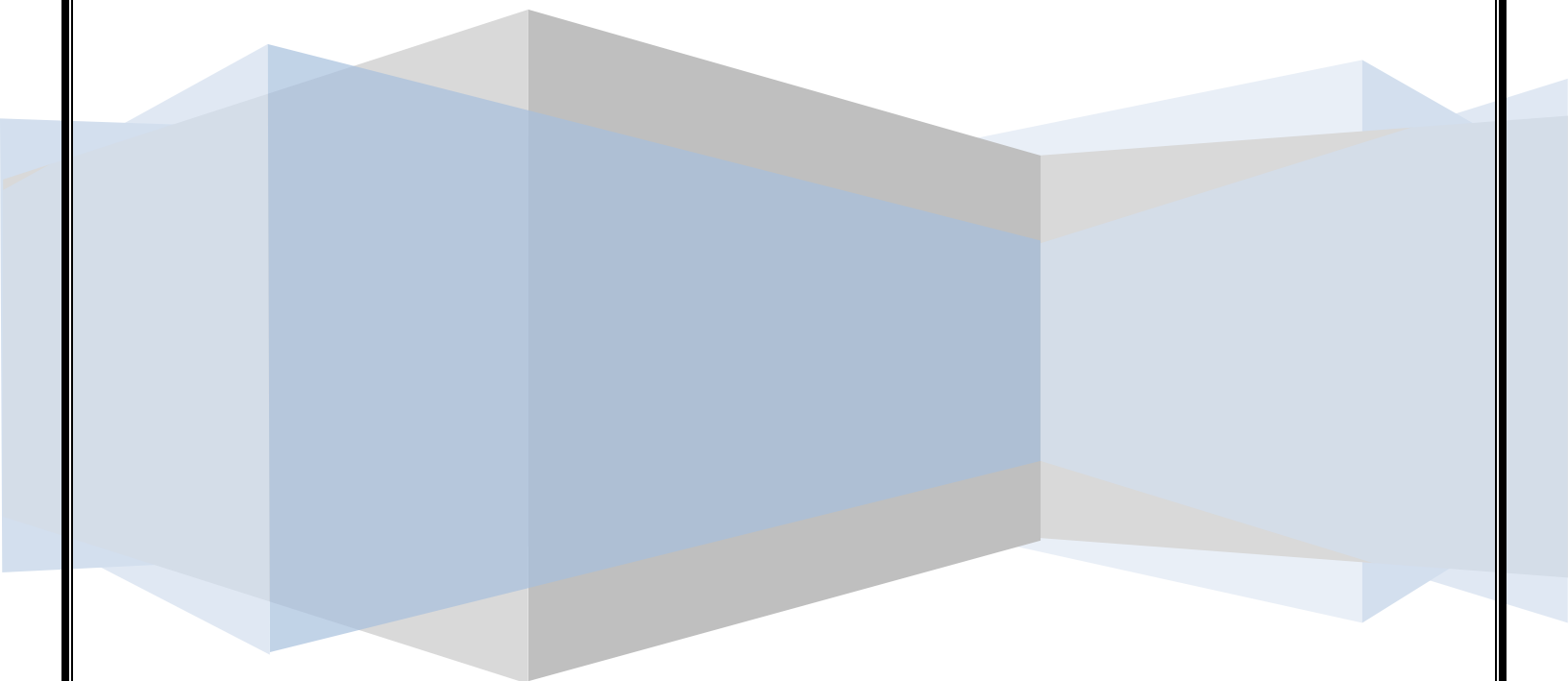


Balmer Lawrie & Co. Ltd

Executive: On – Boarding Standard Operating Procedure



Objective

To define, document and implement a set of Standard Operating Procedures (SOPs)[referred hereafter as 'practices' in the documents] directed to standardize the processes followed in on-boarding of an employee during the first three months starting from her/ his date of joining.

Create a memorable early experience for an employee, making her/ him feel at-home, helping them to cope with the changes and support them in exploring their potential and showcase their performance by providing clarity of role & purpose.

Help new appointees learn about the values of the Company and imbibe, absorb and align with the culture of the Organisation, thus helping in rooting and retention of new joinees.

Scope

:

- a. Those joining in regular roles of the Company
- b. All lateral recruitees, joining in Grade – O1 & O2 and in E1 to E8.

Note: This document will elaborate the practices to be followed for executives, while the same shall be required to be followed by Regional HR team for those joining in Grades O1 and O2, based of appropriateness and applicability.

Broad Process Description

:

The complete On-Boarding process shall be a cluster of practices at three levels:

a. Pre-joining practices

Shall cover activities that are required to be undertaken prior to the date of joining to achieve an appreciable date of joining experience.

b. Date-of-Joining practices

Shall cover activities to undertaken on by HR executives handling the joining process in RHR or CHRD as the case may be.

c. Job/ Role Induction practices

Shall cover the execution of the induction program defined and approved at the time of selection.

d. Integration & Inclusion practices

A three level communication exercise between Location/ SBU HR resource to facilitate integration of the new joinee.

Note: Each set of practices have been elaborated subsequently along with which responsibility of implementation has also been defined.

Pre-Joining Practices [PJP]

The PJPs are activities that are directed to ensure an excellent day 1 experience, effective role clarity and person to Organisation integration process. As part of the pre-joining activities the following have to be ensured:

- a. To achieve effective role clarity and person to Organisation integration:
 1. KPTs shall have to be approved at the time of finalization of Shortlist & Selection Committee approval. The KPTs approved however shall not include specific targets (numbers/ dates) which shall be mutually agreed and finalised at the close of Job/ Role Induction Practices.
 2. Induction Program shall have to be finalised along with Selection Committee Recommendations.

Note: KPT format and Induction program duly cleared by SBU/ Function Head shall form necessary attachments to Shortlist & Selection Committee and Selection Committee Recommendation notes respectively.

- b. To ensure excellent Day – 1 experience:
 1. Approval of all work-related support to be provided to the incumbent on joining shall have to be obtained within 15 working days from the receipt of confirmation of prospective date of joining. In this regards the areas to be covered are
 - i. Admin Support requirements (sitting arrangements, car parking, mobile reimbursement, intercom connectivity. Format in **Enclosure – I** to be used)
 - ii. IT Support requirements (System/ Connectivity/ Application licenses etc. Format in **Enclosure – II** to be used)
 - iii. Approval for relocation support reimbursement if applicable
 - iv. Approval for providing notice pay &/ or service bond transfer reimbursement if applicable
 - v. Approval for providing initial joining support as regards accommodation.
 2. Pre-Joining Communications, executive handling on-boarding will be required to issue two communications to the new recruit; the first advising on documentation on joining (to be sent 15 days in advance draft of communication attached as **Enclosure – III**) and second on facilitating reporting on the DoJ (to be sent 03 days in advance draft of communication attached as **Enclosure – IV**)

c. Responsibility & Accountability Matrix

Sl. No	Activity/ Practice	Responsibility (Handling Executive)	Compliance Accountability	Remarks
1	Approval of KPT and Induction Program	Executive Recruitment	SVP HR	
2	Obtaining approval for Work Related Support	Executive On-Boarding	SVP HR	
3	Execution of Admin Support	Location HR Resource	RHR Head	At HO – Head Admin & SVP(HR)
4	Execution of IT Support	Location IT Resource	CIO	
5	Issuance of Pre-Joining Communication	Executive On-Boarding	SVP HR	

Date-of-Joining Practices [DoJP]

The DoJPs are activities are directed to achieve an excellent day 1 experience.

Note:

- a. Executives shall be allowed to join at locations where Company has in place an HR representative in Grade O1 and above
- b. All joinings of employees in Grade O1 to Grade E5 shall be at Unit/ Branch or RHR HQ
- c. All joinings of employees in Grades E6 and above shall be at BL HO, CHRDR
- d. On the Date-of-Joining (DoJ), all Date-of-Joining Practices shall be handled by designated HR resource, who would be identified (mobile number to be shared as well) in the pre-joining communication as attached in Enclosure – IV.
- e. The designated HR resource shall inform Security & Reception Desk through Admin Resource person a day in advance about joinings of new employee.
- f. On the DoJ the Admin resource person should ensure that the security/ reception desk person would guide the new joinee to a designated place of sitting and inform the designated HR resource person.
- g. At each location, the HR resource person should identify one room/ cubicle which will be used for the purpose of joining formalities. This location should have access to a desktop/ laptop and internal connectivity. At BL, HO this would be the responsibility of the Admin department.

The Date-of-Joining Practices shall focus primarily on three aspects, (i) documentation, (ii) familiarization and (iii) initial Organisation orientation; consequently the following shall have to be ensured by the designated HR Resource:

Documentation:

Sl. No.	Activity	Remarks	Responsibility/ Accountability
1	Employee to submit all forms/ formats duly filled for verification and updation of Company records. In each document employee shall mention her/ his name and put her/ his signature with date. For list of documents please refer Enclosure - V	The forms/ formats shall be verified in line with Govt. directives/ company rules/guidelines	Responsibility shall lie with Designated HR Resource at the location. The accountability for compliance will be that of RHR Head for Grades upto E5 and that of SVP (HR) for E6 and above
2	Employee would fill the Personnel Information Form duly sign and submit for records	The data in PI form to be compared against documents submitted and certified	
3	Employee number to be created in SAP and communicated to the new appointee	DMS to be updated	
4	Joining report to be sent to Corporate HR through proper channel, using specified format, Enclosure – VI	Applicable for employees joining in Grades upto E5	
5	Mail intimation to be sent to IT resource person for issuance of assets (System/ Licenses etc.), In-ids (SAP/ SWAYAM), creation of e-mail id as per approval received.	CIO to be informed	
6	Mail intimation to be sent to Corporate Communication Office for the creation of Intranet User ID and Password	Head CC to be informed	

Note:

If the documents are not found to be in order, the candidate shall be communicated the same immediately (**Refer Enclosure – VII**). S/He would be asked to produce the documents afresh & till such time her/ his joining should be held up or an appropriate decision shall have to be taken based on advice of SVP (HR). All documents checked and submitted shall be countersigned by the designated HR resource and must be sent to CHRDR within three (03) working days for

update of CP file (for Executives upto Grade E5). At CHRD the CP file maintenance & document/ credentials verification (refer **Enclosure – VIII** for list of documents for opening CP file) shall be the responsibility of the executive handling On-Boarding.

Familiarization:

The familiarization exercise should focus on helping and individual employees feel at home in the new environment and make her/ him empowered to take care of her/ his basic work requirement:

The following activities shall have to be addressed as part of the process:

Sl. No.	Activity	Remarks	Responsibility/ Accountability
1	The new joinee would be given the “Welcome Kit”. For list of content please refer Enclosure - IX		Responsibility shall lie with Designated HR Resource at the location. The accountability for compliance will be that of RHR Head for Grades upto E5 and that of SVP (HR) for E6 and above
2	Led the employee to her/ his office space, handover keys of desk, cabinets.		
3	Share location list of all departments and intercom contact list of the location.		
4	Introduction to Reporting Authority and Work Team (peers and colleagues)		
5	Introduction of employee to locational HR Head/ Administrative Head		
6	Assist employee to obtain Identity/ Attendance card/ Name plate/ Business card placed to the Admin Department.		

Orientation:

The Orientation exercise should focus on helping grow an appreciation of the Organisation:

The following activities shall have to be addressed as part of the process:

Sl. No.	Activity	Remarks	Responsibility/ Accountability
1	Share the corporate film and company presentation with the new joinee and respond to queries.		Responsibility shall lie with Designated HR Resource at the location. The accountability for compliance will be that of RHR Head for Grades upto E5 and that of SVP (HR) for E6 and above
2	Share relevant information on duty timing, working hours, lunch hour/break hours and holiday list etc.		
3	Introduction of new joinee with Senior Management Team members/ Key Senior Executive at location		

Note: Ideally as part of on boarding, the following are to be ensured in terms of introduction to Senior Executives

- a. All E6 & above to be introduced to: Functional Directors, Corporate Function Heads, RHR Head at SBU HQ and HoDs of SBU/ Function (where placed)
- b. All Executives joining in Grades E4/ E5: SBU/ Function Head, Locational Administrative Head, Locational HR Head, HoDs of SBU/ Function (where placed)
- c. All Executives joining in Grades E1 to E3: Locational Administrative Head, Locational HR Head, HoDs of SBU/ Function (where placed)

Note:

Date-of-Joining Practices as envisaged as part of documentation, familiarisation and orientation exercise is expected to be completed on the Date-o-Joining. However, in case of spill over, the same should be completed as part of the Induction program which has to be scheduled from Day Two (2nd Day) of Joining.

Job&Role Induction Practices (J&RIP)

The On-Boarding exercise in BL shall culminate with the Job & Role Induction Program. Practices envisaged under the J&RIPs are activities desired to (i) help incumbent grow understanding of Role expectations, (ii) achieve an appreciation of linkages to her/ his role in the context of the business/ functional unit s/he belongs to and (iii) identify key stakeholders whom s/he services or avails support from during the performance of her/ his duties & responsibilities.

Note

- a. The J&RIP shall be finalised based on feedback of the SBU/ Function Head and shall be approved along with selection recommendation by Appointing Authority.
- b. The J&RIP shall be spread over around seven to ten working days and shall be drawn up in line with Format in **Enclosure – X**.
- c. The J&RIP shall comprise three distinct sections; (i) Organisational Orientation, (ii) HR Orientation and (iii) Business/ Function orientations, ending with finalization of KPTs in the SWAYAM to be used for quarterly performance review and confirmation process.

The key issues related to coverage, responsibility and accountability related to these practices are as under:

Sl. No	Activity/ Practice		Responsibility	Compliance Accountability	Remarks
1	Organisational Orientation	Organisation History & Heritage Vision/Mission/Values of Company Organisation Strategy & Structure SBU/ Function structure as a whole	Executive Recruitment	SVP HR	
2	HR Orientation	HR policies and procedures [leave, allowances, transport, working hours, etc.]	Executive On-Boarding	SVP HR	
		Structure, role and objectives of function and key roles holders			
		PMS processes, practices and calendar.			
		Overview of the various components in the salary structure.			
		Hands-on session using HRMS, benefit administration/ PMS etc.			
3	Business/ Function Orientation	SBU/ Function structure and key role holders	Key resource person as identified in the approved induction program	SBU/ Function Head	Executive should be provided with adequate input of extant practices/ policies relevant to her/ his role and also function training to SAP if role demands
		SBU Vision, Mission and Strategic intent			
		Locational Orientation, including orientation of all functions and introduction to key team members			
		Functional process, practice policy orientation			

Integration & Inclusion Practices [IIP]

The Integration & Inclusion practices are envisaged as a three stage ('3-3-3') engagement exercise to ensure HR's pro-active engagement with the new hire at periodic, pre-determined intervals. The schedule for the '3-3-3' engagement shall be as under:

- a. 3rd Day of joining
- b. 3rd week of joining
- c. 3rd month of joining

Note:

The process shall be driven by Location HR resource for Grades upto E3 and for Grades E4 & above it will be driven by Regional HR.

3rd Day – The 3rd Day meeting is for reviewing the joining process. The responsible HR resource shall check to understand if there are any administrative or settling down issues that the employee is facing, s/he shall obtain feedback on new-heir's initial experience in the company. This shall be a one-on-one interaction with each new hire. In case of logistic issues, such interaction can also be conducted over phone/VC.

In case of any pending issues, the concerned HR resource shall address the issue with priority and strive to resolve within a specific time frame.

The overall feedback of the 3rd Day meeting is then to be shared with SVP (HR).

3rd Week – The 3rd Week meeting shall focus on the post induction program feedback, the concerned HR resource person shall obtain feedback on the experience of the new-recruit during the planned induction program and shall also confirm whether the KPT of the concerned employee has been finalised or not. This again shall be a one-on-one interaction which may be undertaken over phone/VC on need basis.

The concerned HR resource person shall send confirmation mail to SVP (HR), keeping Business/ Function Head in the copy, as regard KPT finalization and allotment of necessary and approved work-support.

3rd Month/ Quarterly feedback – The 3rd Month interactions are to be initiated along with the quarterly assessment process. The HR resource person shall take an overall feedback from the employee on her/ his first 3 month's experience in the company, ascertain the employee's satisfaction levels, obtain feedback on team membership issues (if any), performance and also elicit suggestions from the employee. The HR resource person will also assist the employee in self-assessment for the first quarter and emphasize the importance of the entire exercise.

Through these one-on-one interactions the HR resource person should obtain feedback, spot potential issues/ areas of concern and take pre-emptive steps to resolve potential disconnect between the employee and her/ his work environment.

This feedback is to be taken in the attached Quarterly Feedback Form, refer Enclosure – XI, which shall be confidential & will be sent to CHRD, addressing the same to SVP(HR), within 15 days of the end of the first quarter.

IT REQUISITION FOR NEW JOINEE

Enclosure – I

1. Details of the Incumbent

Name

2. Details of the Position

Grade	Designation	SBU	Location	Possible Dt. Of Joining	Cost Code

3. Hardware Requirement

Items	Details	Remarks from Reporting Authority
Computer [Subject to approval of this requisition, in case, SBU/Function does not have budget available, contingency budget of the SBU / function will be deemed to have been sanctioned and shall be allocated if available.]	<input type="checkbox"/> Desktop	
	<input type="checkbox"/> Laptop	
Data Card [As per Connectivity Policy]	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	

4. Software Requirement

Items	Details	Remarks from Reporting Authority
E-Mail ID	<input type="checkbox"/> Yes <input type="checkbox"/> No	
HRMS ID	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VPN for HRMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
SAP ID	<input type="checkbox"/> Yes <input type="checkbox"/> No	
MS Office	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Initiated By
RHR / CHRD

Requirement Identified By
Reporting Authority

Reviewed By
Reviewing Authority

Concurred By
SBU Head

Approved By
Director I/C

Special Approval of C&MD (if applicable)

Name	Remarks	Signature with Date

NB: On Approval this form should be returned back to the initiator i.e. RHR / CHRD (As Applicable).

ADMINISTRATIVE REQUISITION FOR NEW JOINEE

1. Details of the Incumbent

Name

--

2. Details of the Position

Grade	Designation	SBU	Location	Possible Dt. Of Joining	Cost Code

Item	Details of Allocation	Remarks from Reporting Authority
Work Station or Office Chamber		
Parking		
Intercom	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mobile [As per Connectivity Policy]	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Limit for reimbursement will be (refer connectivity policy)

Initiated By
RHR / CHRD

Prepared By
Reporting Authority

Reviewed By
Reviewing Authority

Vetted By
SBU Head

Approved By
Director I/C

Name	Remarks	Signature with Date

NB : On Approval this form should be returned back to the initiator i.e. RHR / CHRD (As Applicable).

From: Santanu Biswas [mailto:biswas.santanu@balmerlawrie.com]

Sent: Thursday, October 8, 2015 12:42 PM

To: <Mail id of Selected Applicant>

Subject: Engagement with Balmer Lawrie as <Designation>

Dear <Name of Selected Applicant>,

This has reference to your communication dated <Date as indicated as tentative DoJ> to <Name of executive handling recruitment>, we're looking forward to your joining Balmer Lawrie as <Designation> in our <SBU/ Function Name> Office at <Location> on < indicated tentative DoJ >.

On your Date of Joining please carry the following documents in Original :

1. Proof of age (birth certificate issued by Competent Authority / school leaving certificate / passport copy).
2. All educational and other qualification certificates as declared in your application (Degree Certificates & Marks Sheets).
3. Caste Certificate/ PWD certificate in approved format as per Govt. Directives (if applicable).
4. All documents in support of work experience(s) as declared in your application.
5. Release letter from the previous employer(s).
6. Last salary certificate.
7. Passport sized colour photographs (6 Copies).
8. PAN card.
9. Duly signed & notarized Transfer of Service Bond printed on <INR> value stamp paper in the format as attached and earlier communicated to you vide mail from <Executive handling recruitment> dated <as applicable>. **[If applicable]**

Thanking you and welcoming you to the Balmer Lawrie family.

Regards,

Santanu Biswas

Assistant Manager [HR]

Balmer Lawrie & Co. Ltd.

Mobile: +91 9831979153

Direct: +91 33 22225747

From: Santanu Biswas [mailto:biswas.santanu@balmerlawrie.com]

Sent: Friday, October 16, 2015 11:59 AM

To: <Mail id of Selected Applicant>

Cc: Subject: Employment in Balmer Lawrie as <Designation>

Dear <Name of Selected Applicant>,

This has reference to your communication dated <Date as indicated as tentative DoJ> to <Name of executive handling recruitment> and our mail dated <last mail as in Enclosure III> from the undersigned, we're looking forward to your joining Balmer Lawrie as <Designation> in our <SBU/ Function name> Office at <Location> on < indicated tentative DoJ >. On the date of joining you are requested to report to <Name of Designated Executive handling On-Boarding (Mob No. -----)> at our <Location>, the address is as under :

<Detailed Address with Land Mark if any>

You can find us in Google Map:

<https://www.google.co.in/maps/place/Balmer+Lawrie+%26+Co+Ltd/@18.9348979,72.8390532,17z/data=!3m1!4b1!4m2!3m1!1s0x3be7d1da7aaaaaab:0x9ae5cf7292a2f471?hl=en>

On your Date of Joining please carry the following documents in Original :

1. Proof of age (birth certificate issued by Competent Authority / school leaving certificate / passport copy).
2. All educational and other qualification certificates as declared in your application.(Certificates & Marks Sheets)
3. Caste Certificate/ PWD certificate in approved format as per Govt. Directives (if applicable).
4. All documents in support of work experience(s) as declared in your application.
5. Release letter from the previous employer(s).
6. Last salary certificate.
7. Passport sized colour photographs (6 Copies).
8. PAN card.
9. Duly signed & notarized Transfer of Service Bond printed on <INR> value stamp paper in the format as attached and earlier communicated to you vide mail from Ms Neha Natani dated <as applicable>. **[Where applicable]**

Thanking you and welcoming you to the Balmer Lawrie family.

Regards,

Santanu Biswas

**Assistant Manager [HR]
Balmer Lawrie & Co. Ltd.**

Mobile: +91 9831979153

Direct: +91 33 22225747

LIST OF DOCUMENTS TO BE SUBMITTED ON DoJ (IF NOT SUBMITTED EARLIER)
DOCUMENT TO BE ACCEPTED ONLY AFTER BEING COMPARED VIS-À-VIS ORIGINAL

1. Proof of age (birth certificate issued by Competent Authority/ school leaving certificate / passport copy)
2. Educational and other qualification certificates & marks sheets
3. Caste Certificate/ PWD certificate in approved format as per Govt. Directives (if applicable)
4. Documents supporting work experience
5. Release letter from the previous employer (s) (if employed before)
6. Last salary certificate
7. Passport sized photographs (6 Copies)
8. PAN card
9. Attestation Form
10. PF/ Pension / Gratuity/ Superannuation Form
11. Property Return Form
12. Signed Copy of Confidentiality Agreement
13. Any other relevant documents as may have been communicated by HR Process Owner from time to time

Enclosure – VI

NOTE: The 'Designated HR Resource person will not forward the Joining Report (Enclosure – VI) in case of any documentation gap till such time as the letter in Enclosure – VII in not issued by SVP(HR).

To
The Sr. Vice President (HR)
Corporate HR Department
Balmer Lawrie & Co. Ltd.
21, NS Road
Kolkata – 700001

Through: <Designated HR Resource*>/<Reporting Officer>/

Subject: Intimation of Joining as <Designation> in <SBU/Function> at <Location>

Dear Sir,

With reference to your letter <Ref. No. of Appointment Letter> dated <letter date>; I would like to intimate that I have joined Balmer Lawrie & Co. Ltd. on the <dd> of <mm>, <yyyy> at <location> office of <SBU/Function> as <designation>.

Request you to kindly update the Company's records as regards the above at the earliest.

Thanking you,
Yours faithfully,

<Full Name>
[To be signed and dated]

[Place]

CC: SBU Head/ SBU A&F Head

*- As defined in SOP

NOTE: This letter can only be issued under exceptional circumstances by SVP(HR) with specific and express approval of D(HR&CA).

To
<Name of Appointee>

Subject: Non-Submission of required documents/ Non-Verification of required document against original

Dear <Madam/ Sir>,

With reference to your letter <Ref. No. of Appointment Letter> dated <letter date>; and further communication <dated> (copy enclosed) vide which you were informed that you would be required to produce/ submit identified set of documents in original.

We regret to inform that you have not produced the following documents as indicated and intimated:

- 1. -----
- 2. -----
- 3. -----
- 4. -----

You are hereby being notified that you shall be required to produce the original on or before <xx/xx/xxxx>. Pending production/ submission of the above listed document(s) in original, you are being allowed provisionally.

In case you are unable to produce/ submit the original document(s) as listed above the Company, at its discretion, terminate your employment without citing any reason.

You are requested to comply with the necessary requirements at the earliest.

Thanking you,
For Balmer Lawrie & Co. Ltd.

<Name>
Sr. Vice President (HR)
[To be signed and dated]

[Place]

CC: C&MD/ D(HR&CA)/ D(I/C)/ SBU Head/ RHR Head/ SBU A&F Head

LIST OF DOCUMENTS FOR OPENING CAREER PROGRESSION (CP) FILE (LISTED SERIATIM)

1. Position approval document (Approved Man Power Requisition).
2. Advertisement / Notification sent to Employee Search Firm.
3. CV/ Application Form as sent by employee for the particular opening.
4. Approval for Shortlist for interview.
5. Approval related to Constitution/ Modification in Selection Committee.
6. Documents related to co-opting Specialist/ External Members in the Committee/ payment of honorarium etc.
7. Interview document (as detailed in Annexure-A).
8. Medical Examination Report and fitness certificate
9. Offer of Appointment Letter.
10. Acceptance of Offer of Appointment Letter.
11. Communications / Approvals related to joining (Extension of DOJ, Notice Pay Reimbursement [if any], Relocation Support etc.).
12. Joining Report.
13. Copies of Nominations (PF/Gratuity etc.).
14. Copies as regards Transfer of Benefits (PF/Gratuity/Leave etc.).
15. Copies of all other documents as mentioned in Personal Information Form.
16. Copy of Caste Certificate (if applicable)
17. Acceptance of receipt of CDRR other manual(s) if any as part of joining-kit
18. Original Employment Bond or Bond Transfer Agreement if applicable
19. Original Signed Confidentiality Agreement
20. Joining Circular
21. All other documents as detailed in Enclosure - V
22. All Induction documents.

LIST OF INCLUSION IN WELCOME KIT**Sl. Contents of the Kit**

1. **Greetings Card with a Welcome Note from SVP(HR) / D(HR & CA)**
2. **Pen drive/ CD containing the following:**
 - a. Corporate Film
 - b. Company Presentation
 - c. Abridged Induction Manual
 - d. HRMS User Manual
 - e. Conduct, Discipline and Review Rules for Executives (CDRR)
 - f. PMS Manual
 - g. Approved KPT
3. **Stationary (Folder, Pen, Notepad, Pencil, Eraser, Sharpener)**
7. **Form for creation of ID Card**
8. **A Communication Card containing the following :**

Name	Email	Mobile No.	Intercom
SVP/COO	✓		✓
Secy. to SVP / COO	✓		✓
Reviewing	✓	✓	✓
Reporting	✓	✓	✓
Functional Nodal Person	✓	✓	✓
Regional HR	✓	✓	✓
HRPO	✓	✓	✓

9. **List of Holidays for the Year (To be arranged & placed in the kit by the HRPO)**
10. **List of Intercom Published for the location (To be arranged & placed in the kit by the HRPO)**

INDUCTION PLAN FOR <NAME OF APPOINTEE>, <DESIGNATION>

Day	Date	Time	Activity/ Learning Objective	Resource Person	Venue
1 st Working Day		1 st Half	Documents Verification & Filling Up of all Forms	Designate HR Resource	<Location>
			Introduction with Regional SBU Team		
		2 nd Half	Organizational Orientation: History of BL, Vision / Mission / Values of the company, Current Business details/ corporate PPT	Designate HR Resource/ or RHR Head	
2 nd Working Day			HR Orientation: HR Policies, PMS, Benefit Administration, HRIS, BL Intranet & CSR Activities		
3 rd Working Day		1 st Half	Interaction with SBU/ Function Head/ Locational Administrative Head and other HoD level Executives in SBU/ Function/ Location	Designate HR Resource	<Location>
			Sharing of SBU/Function Organogram and introduction to Key Role Holders		
			Interaction with Designated HR Resource and Hands-on training on using HRIS		
		2 nd Half	Introduction to function team at location – relationships with Branch/ Unit/ SBU HQ Key resource person.	To be identified by SBU/ Function	
4 th to N th Working Days.			Suggested Coverage SBU Vision, Mission and Strategic intent Locational Orientation, including orientation of all functions. Functional process, practice policy orientation Sharing of all necessary SOPs, Policies etc.	To be identified by SBU/ Function	
(N+1) th Working Day					
(N+2) th Working Day		1 st Half	Understand expectation from role and responsibilities Review of role expectation/ Finalisation of KPTs	Reporting Authority	
		2 nd Half	Interaction with Designate HR Resource Feedback on KPT to the SBU – HR (Over Phone/ VC if need be)	Designate HR Resource	

Confidential

1st Quarter Feedback Form for New Joinees in Executive/Officer Grade

For the period _____ To _____

Name		Emp no		DOJ		Dept		Location		SBU	
------	--	-----------	--	-----	--	------	--	----------	--	-----	--

- 1) Are you aware of your roles & Responsibilities: Yes/No
- 2) The KPTs has been set: Yes/No
If No reason:

- 3) Your feedback on office infrastructure:

- 4) Your feedback on peer support

- 5) Your feedback on support from direct reports(who report to you) if any:

- 6) Your expectation from your Reporting Authority

- 7) Your feedback on the responsibilities assigned to you

- 8) Any other comments/views/suggestions:

To be signed and dated by employee and sent to SVP (HR)