

Onboarding Workflow by Responsibility

HR Responsibilities

1. Once HR receives the new hire template, onboarding is initiated. HR will ensure new hire has all the correct paperwork for completion.
2. HR will notify IT of the new hire and cc the hiring manager on the request for visibility.
3. HR will initiate the V-dash process with Studios upon the completion of a clear background check. (if applicable) The V-dash needs to be requested on the new hire template. Once the request has been submitted to Microsoft, the process is out of HR's hands. This can take 1-2 weeks to run through the system before it's created.
 - a. HR will send instructions on the v-dash process to the new hire so they're aware of timeline and to complete the required trainings asap.
4. HR will schedule an orientation and laptop pick up on day 1 with the new hire and communicate with the hiring manager on the best timing.
5. HR will collect information from the new hire in order to send out a welcome email to the company.

IT Responsibilities

1. IT will provision equipment for new hire. Standard issue is a laptop and accessories: mouse, charger, and badge to the office (if corporate).
2. IT grants access to: email address, slack, zoom, Frame IO, Harvest, Adobe, BOX, and server.
3. IT will email new hire's login information to the hiring manager when provisioned. IT will also email the new hire at their personal email address, information on logging into their RUN email account for the first time.

Hiring Manager Responsibilities

1. Hiring manager completes new hire template to initiate the new hire request. This can be found on the HR wiki page.
2. Provide IT with more information or additional items needed after HR makes the initial request. If access is needed to other programs other than standard issue, please also make that request directly of IT.
3. Reach out to Accounting@runstudios.com to request a credit card if one is needed for your new hire. Accounting can also set them up in Certify if they need access to the expense report system.
4. Plan to meet your new hire on their first day to ensure they get logged into their laptop and have accessed the RUN network. Email credentials will be sent to you from IT.
5. From a people manager perspective, consider ways to make your new hire feel welcome. Schedule a lunch on their first day or first week, introduce them to the team, start scheduling consistent 1-1's to review their training and performance.