



90-DAYS ONBOARDING

SMALL AND MEDIUM HOTELS, SEYCHELLES

Day 0: Pre-Arrival

- Welcome email: start date & time, dress code, HR policies, handbook
- Expatriate workers: GOP, transfer from airport, travel authorization form
- Accommodation (if applicable)
- Uniform, name badge, workstation
- IT related actions: PC, system access, email, phone (if applicable)
- Publish internal announcement
- Assign buddy

Day 1: Welcome and introduction

- HR team and department introduction
- Leaders and buddy introduction
- Critical HR paperwork
- Uniform issue, locker, access card
- Hotel tour (front and back of the house)

Month 1: Foundation training

- Hotel mission and vision
- Department specific training
- Supervisor / colleague shadow
- Compliance trainings (Fire Safety, Emergency procedures, Food Safety, Data Protection)
- Brand standards and SOPs
- Guest service training

Day 30 Milestone: 1-1 with HR head on onboarding experience

Month 2: Building Confidence

- Cross-training in other departments
- Supervised completion of the essential tasks
- Brand standard training

Day 60 Milestone: Review with the supervisor to discuss progress and address concerns

Month 3: Autonomy Building

- Tasks completion with minimal supervision
- Teambuilding
- Suggestion of one improvement idea for department/hotel
- Completion of any remaining certifications (I/A)

Day 90: Way Forward

- Probation evaluation with HR and direct supervisor
- Letter of confirmation
- Goal setting till the year end

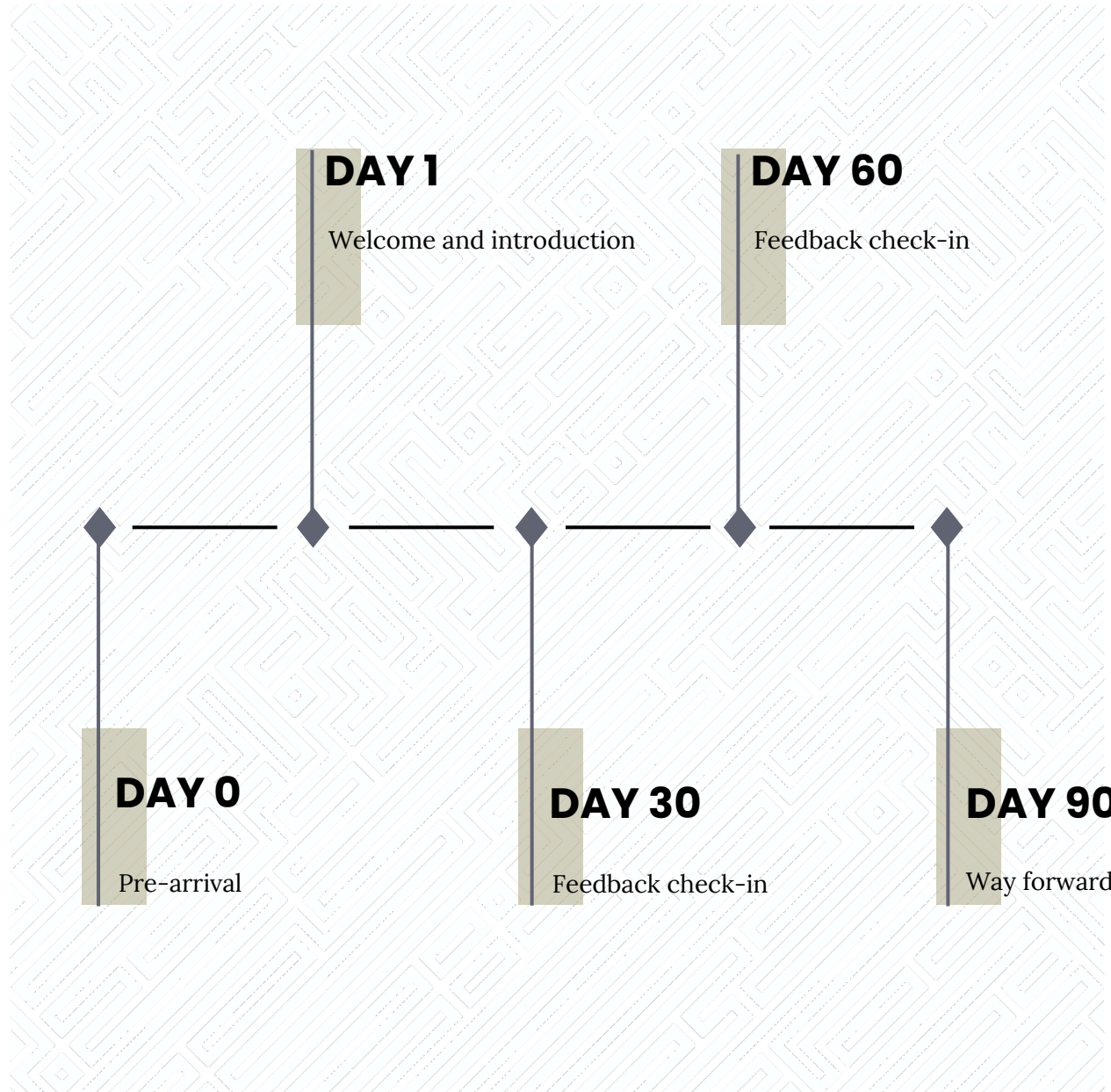
CHECKLIST



SEYLEARNING

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TIMELINE