


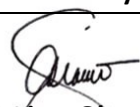



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

| | | | |
|-----------------|---------------------------|-----------------|-------------|
| Document Code: | | Revision No.: | 00 |
| Document Title: | Onboarding of Newly Hires | Creation Date: | 19-Sep-2025 |
| | | Effective Date: | 22-Sep-2025 |

Document History Log

| Status | Effective Date | Description of Change(s) | Initiated by |
|---------|----------------|--------------------------|----------------|
| Initial | 22-Sep-2025 | Onboarding Newly Hires | Arianne Mongoc |

| | | |
|---|--|--|
| Prepared by: | Reviewed by: | Approved by: |
|  Arianne Mongoc |  Marites Olaso |  Mia Kristel Rosalem |



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
Expedise.ph



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

| | | | |
|-----------------|---------------------------|-----------------|-------------|
| Document Code: | | Revision No.: | 00 |
| Document Title: | Onboarding of Newly Hires | Creation Date: | 19-Sep-2025 |
| | | Effective Date: | 22-Sep-2025 |

1. PURPOSE

To establish a standardized and efficient process for conducting interviews, finalizing applicant selection, and ensuring the smooth end-to-end onboarding of new hires.

2. SCOPE

This SOP applies to Talent Processing Specialist (Pooler/Onboarder) responsible for handling recruitment, applicant evaluation, pre-employment requirements, and onboarding of successful candidates.

3. RESPONSIBILITIES

3.1 Talent Processing Specialist

- 3.1.1 Conducts interview and final selection of applicants.
- 3.1.2 Explains job description and provides job offers to successful candidates.
- 3.1.3 Ensures accuracy and completeness of applicant details in ClickUp.
- 3.1.4 Collects and verifies pre-employment requirements.
(IDs, Clearances, Birthcertificate)
- 3.1.5 Facilitates the onboarding process including company orientation, contract signing, and ID issuance.
- 3.1.6 Prepares and distributes company IDs, orientation forms, and employment contracts.



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
Expedise.ph



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

| | | | |
|-----------------|---------------------------|-----------------|-------------|
| Document Code: | | Revision No.: | 00 |
| Document Title: | Onboarding of Newly Hires | Creation Date: | 19-Sep-2025 |
| | | Effective Date: | 22-Sep-2025 |

4. PROCEDURE

4.1 Review Pooling List

- 4.1.1 Access the filtered pooling list of applicants.
- 4.1.2 Verify that the list is updated and complete.

4.2. Candidate Screening and Interview

- 4.2.1 Contact qualified applicants for final interview.
- 4.2.2 Conduct interviews and assess suitability for the position.
- 4.2.3 Provide a clear explanation of the job description, duties, and expectations.

4.3 Candidate Details Entry

- 4.3.1 Update and ensure completeness of applicants details in ClickUp.
- 4.3.2 Verify accuracy of information, contact details, and application status.

4.4 Pre-employment Requirements

- 4.4.1 Instruct successful candidates to submit all required documents.
- 4.4.2 Review and confirm completeness of submitted documents.

4.5 Onboarding Process

- 4.5.1 Schedule and conduct the onboarding session.



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
Expedise.ph



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

| | | | |
|------------------------|---------------------------|------------------------|-------------|
| Document Code: | | Revision No.: | 00 |
| Document Title: | Onboarding of Newly Hires | Creation Date: | 19-Sep-2025 |
| | | Effective Date: | 22-Sep-2025 |

4.5.2 Orient new hires on company policies, procedures, and workplace guidelines.

4.5.3 Facilitate the signing of employment contracts.

4.5.4 Prepare and distribute Company ID, Orientation forms, Employment contract.

4.6 Completion and Documentation

4.6.1 File and upload all documents (201 File) in ClickUp.

4.6.2 Endorse new hires to Admin via email.

5. GENERAL GUIDELINES

5.1 Ensure professionalism and confidentiality in handling applicant and employee information.

5.2 Follow company-prescribed templates, systems, and platforms.

(e.g., ClickUp, standard forms, contracts).

5.3 Replace outdated versions of documents and forms to maintain compliance.

6. ATTACHMENTS

Customers Exam Link:

<https://forms.clickup.com/25781067/f/rjrub-45758/5PALV9LCUZQE0XQ0UK>

Satisfaction Rate:

<https://forms.clickup.com/25781067/f/rjrub-39618/WUXH1QSOEVWGZGO5TQ>



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
Expedise.ph