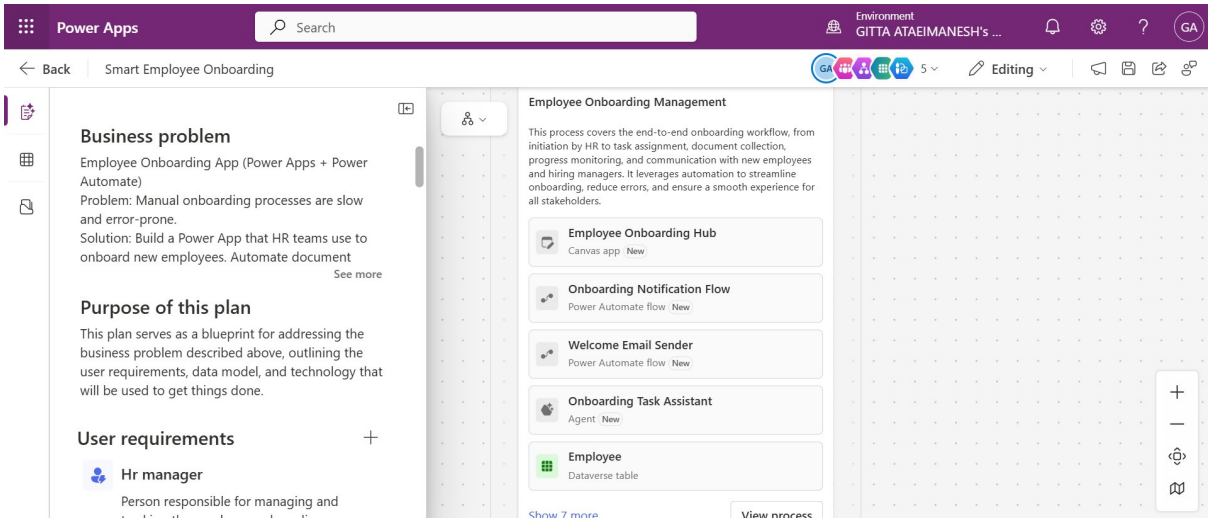


💼 Smart Employee Onboarding App

🚀 Project Overview

Manual onboarding processes are often slow, inconsistent, and prone to errors. To solve this, I designed a **Smart Employee Onboarding App** using **Power Apps** and **Power Automate**. This solution streamlines onboarding for HR teams, automates document collection, task assignments, and sends welcome emails to new hires.

🎯 Objective

Create a centralized onboarding hub that:

- Reduces manual effort
- Improves task visibility
- Enhances new employee experience

👥 User Roles & Needs

Role	Needs
HR Manager	Initiate onboarding, assign tasks, collect documents, monitor progress
New Employee	Receive welcome email, submit documents, complete onboarding tasks
Hiring Manager	Review checklist, receive milestone notifications

🔄 Key Processes

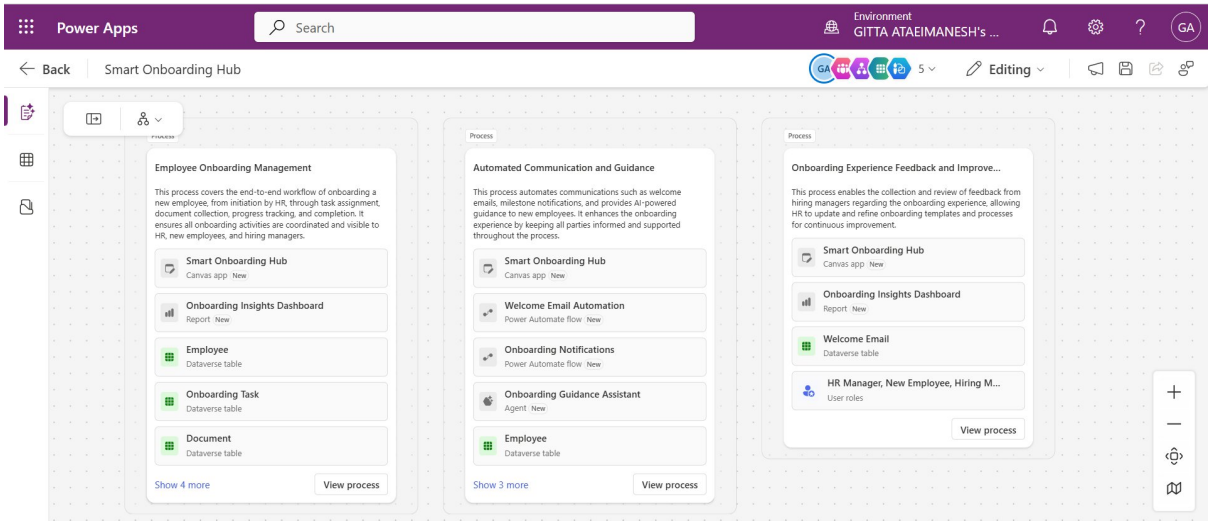
- **Employee Onboarding Management**: End-to-end workflow from initiation to completion
- **Automated Notifications**: Real-time updates for HR and hiring managers
- **Welcome Email Flow**: Personalized emails sent automatically on Day 1

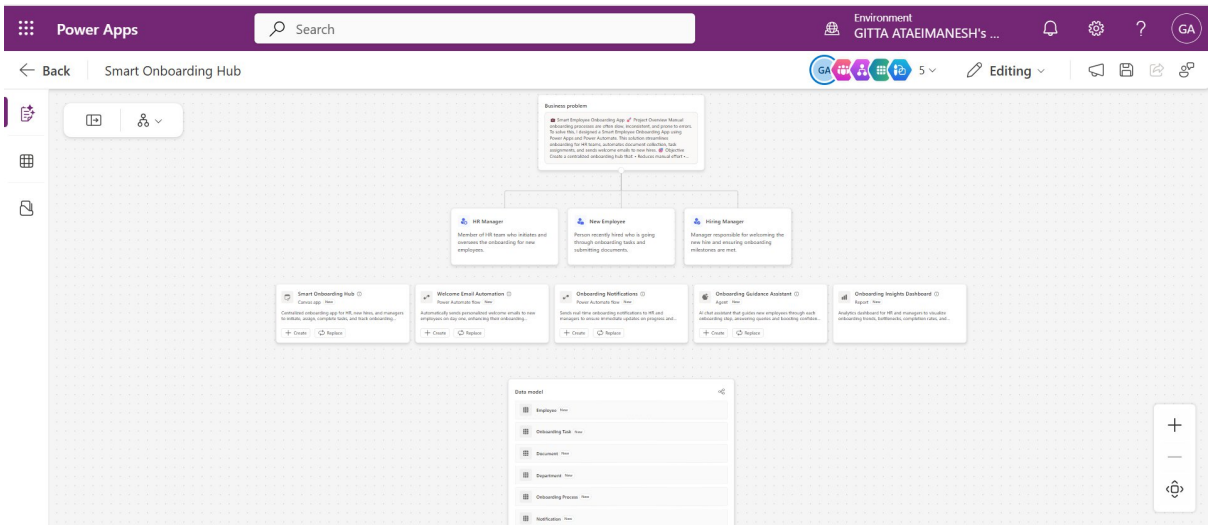
🗃️ Data Model

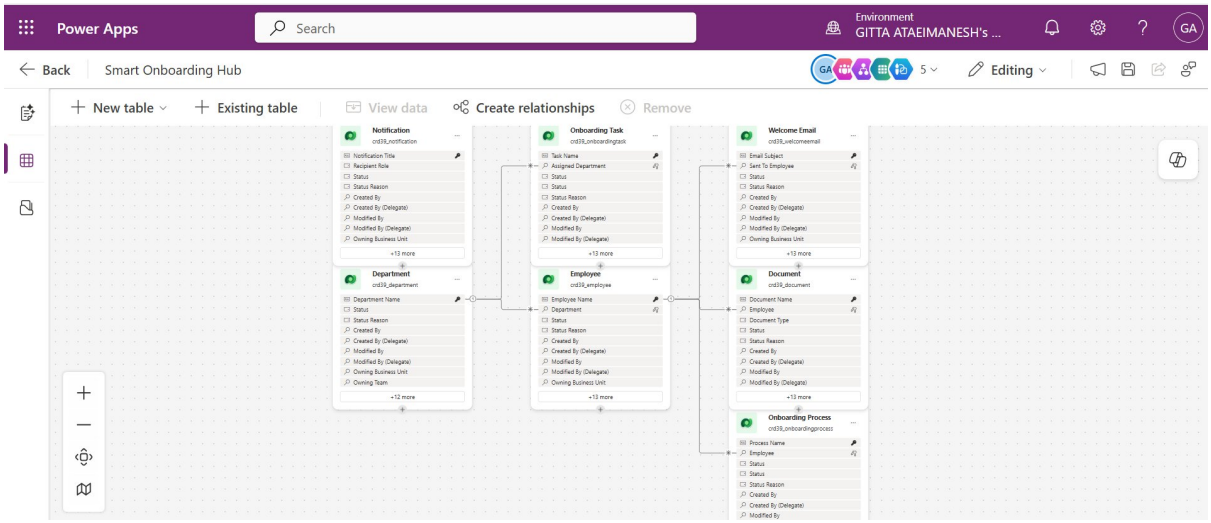
Table Name	Description
Employee	Records of onboarded employees
Onboarding Task	Assigned tasks during onboarding
Document	Submitted employee documents
Department	Responsible departments
Onboarding Process	Tracks overall progress
Notification	Stores onboarding alerts
Welcome Email	Email templates and logs

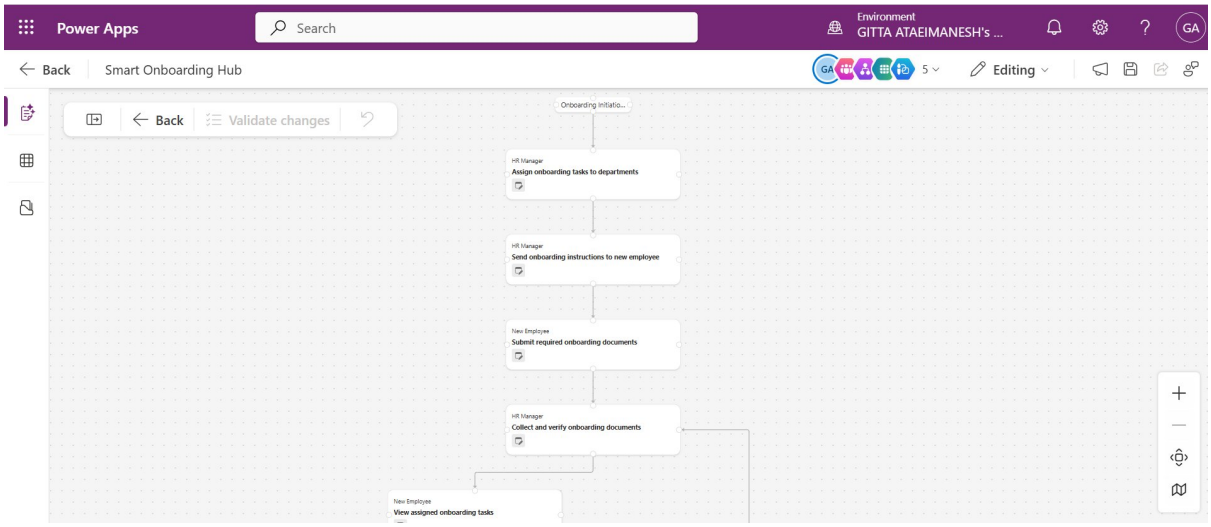
🛠️ Technology Stack

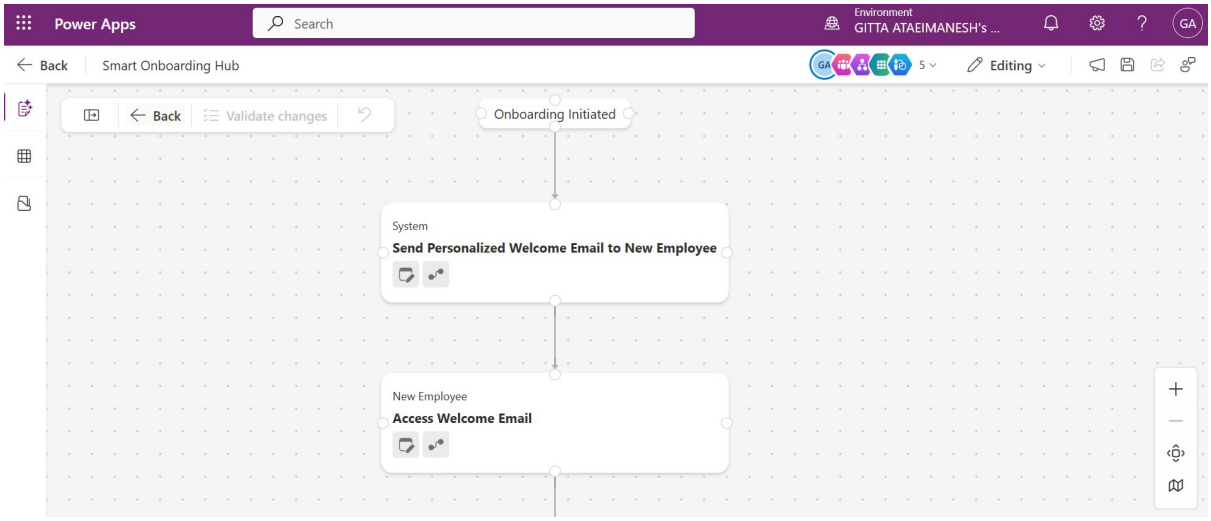
- **Power Apps**: Canvas app for HR, employees, and managers
- **Power Automate**: Flows for notifications and emails
- **AI Assistant**: Guides employees through onboarding via chat

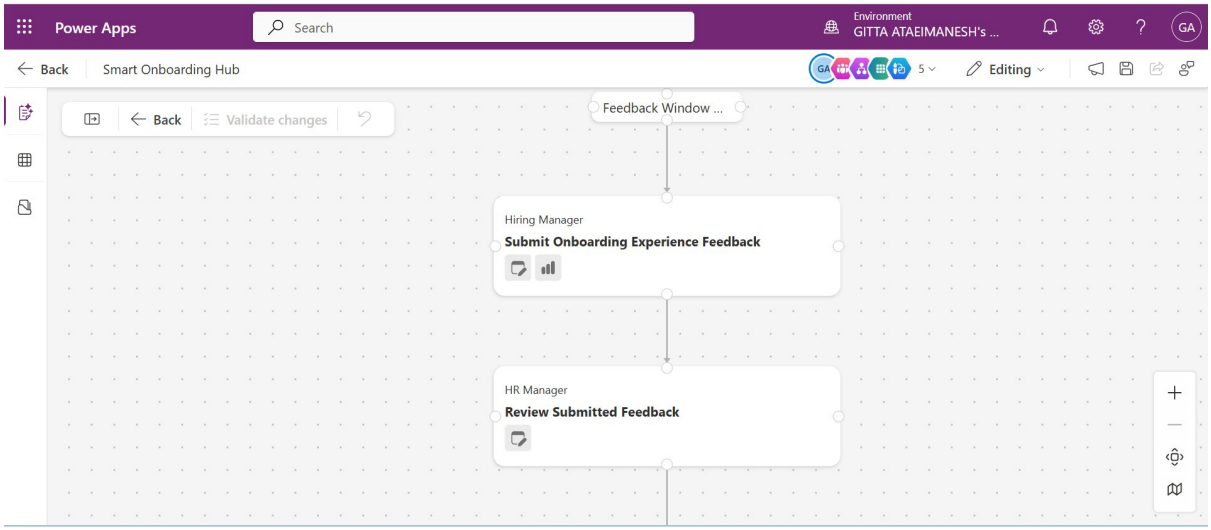



Power Apps
Search
Environment
GITTA ATAEIMANESH's ...
Back
Smart Onboarding Hub
Editing
Business problem
HR Manager
New Employee
Hiring Manager
Smart Onboarding Hub
Welcome Email Automation
Onboarding Notifications
Onboarding Guidance Assistant
Onboarding Insights Dashboard
Data model
Employee
Onboarding Task
Document
Department
Onboarding Process
Notification


Power Apps
Search
Environment
GITTA ATAEIMANESH's ...
Back
Smart Onboarding Hub
Editing
New table
Existing table
View data
Create relationships
Remove
Notification
Onboarding Task
Welcome Email
Department
Employee
Document
Onboarding Process


Power Apps
Search
Environment
GITTA ATAEIMANESH's ...
Back
Smart Onboarding Hub
Editing
Back
Validate changes
Onboarding initiatio...
HR Manager
Assign onboarding tasks to departments
HR Manager
Send onboarding instructions to new employee
New Employee
Submit required onboarding documents
HR Manager
Collect and verify onboarding documents
New Employee
View assigned onboarding tasks





🧠 Personal Reflection & Learning Summary

This project was my first hands-on experience designing a business solution using **Power Apps** and **Power Automate**. I started with a simple idea: make onboarding easier for HR teams. Through research and experimentation, I learned how to:

- Structure user roles and requirements clearly
- Build a data model that supports real-world processes
- Use automation to reduce manual tasks and improve communication
- Design an intuitive interface for multiple user types

One of the biggest challenges was understanding how different flows interact and trigger events. I overcame this by studying Microsoft documentation, watching tutorials, and testing different configurations until everything worked smoothly.

This project taught me how to think like a solution architect—balancing user needs, technical feasibility, and business goals. It also boosted my confidence in using low-code tools to solve real problems.