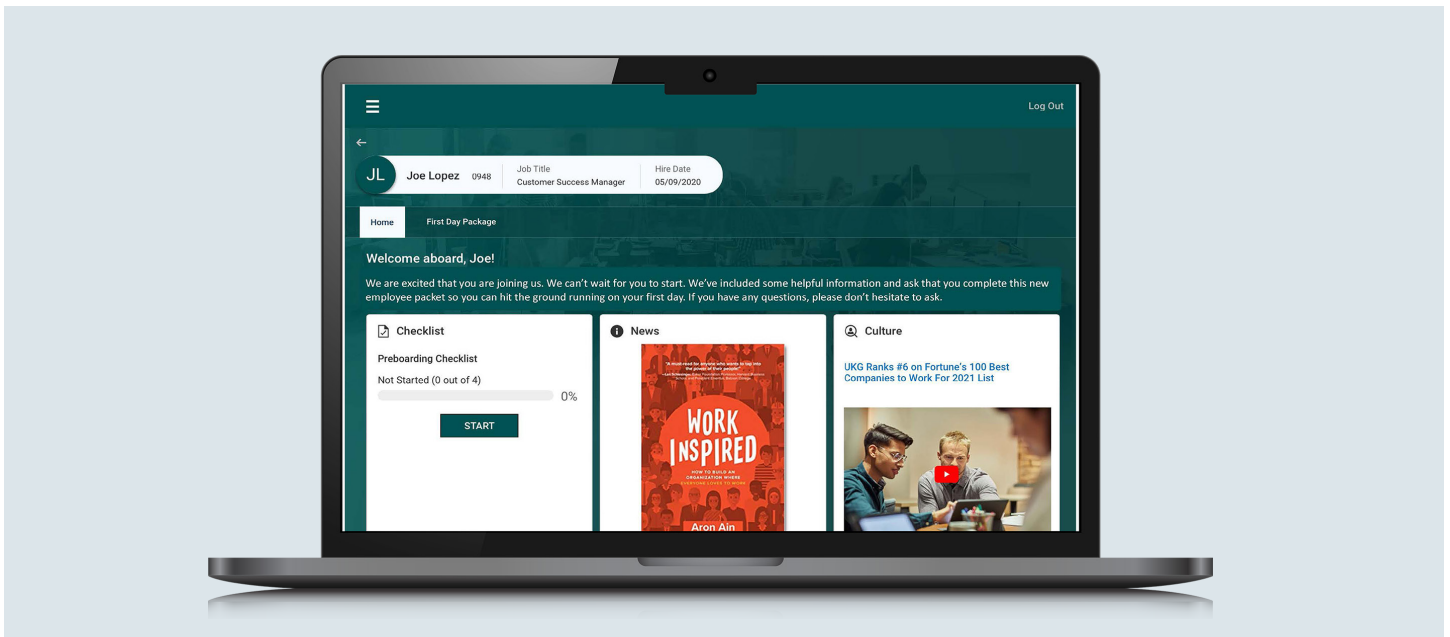


Create an easy, efficient onboarding process that reduces paperwork and streamlines the entire hiring process

HR often struggles with ensuring a smooth transition from recruiting to onboarding, leading to confusion for new hires about the next steps and redundancy in task completion. This can diminish the new employee's experience and impact their readiness and enthusiasm for the role. Onboarding seamlessly connects your recruiting and core HR processes. It engages new hires from the moment they accept your job offer and helps to ensure they feel welcome and are ready to hit the ground running.



How it Works

With Onboarding, new employees gain immediate access to a Preboarding Portal with tailored resources, role-specific introductions, and logistical information before their first day. Once on board, adaptable checklists guide them through essential tasks, with automated notifications keeping everyone informed. Managers and mentors benefit from visibility into the onboarding progress, ensuring timely support and a smooth transition into the new role.

Intuitive Preboarding Portal

It's critical to make your people feel welcome even before their first day so new hires don't second guess accepting your offer and are prepared to start strong. That's why the Preboarding Portal provides a one-stop shop for company information, forms, and culture accessible to new employees right away:

- Design and serve up packages with targeted resources for different roles
- Connect new employees with mentors, managers, and teammates
- Introduce your culture through videos, links, and key documents
- Deliver logistical information and forms ahead of day one

Adaptable Onboarding Checklists

Onboarding checklists help new hires easily organize and complete the activities needed to start strong in their specific roles. HR teams have the flexibility to:

- Create multiple onboarding tracks relevant to different positions
- Enable employees to easily link to resources, videos, training, forms, and more from one location and mark tasks complete as they go
- Automatically notify employees and managers as different onboarding stages are completed

Manager and Mentor Visibility

Onboarding makes it easy for managers and mentors to track how new hires are progressing and support them in the right ways:

- Real-time visibility into checklist completions
- Alerts and notifications around new hire milestones
- Regular communication with new hires around progress and expectations
- Quick assignment of actions

Make the best first impression by engaging your new hires from day one to help them feel welcome and ready to excel in their new role. For more information or a demonstration, contact us at myworkforcego.com/contact.