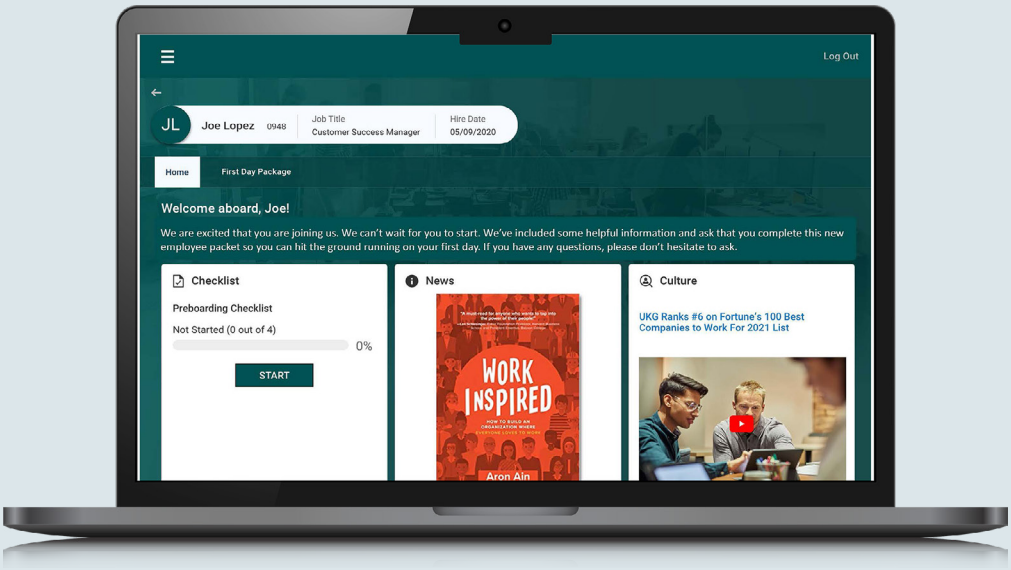
Onboarding

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. The updated Onboarding Experience seamlessly bridges recruiting and core HR processes. By unifying pre- and post-hire activities into a single guided journey, it engages new hires from the moment they accept an offer, instills company culture, and ensures they hit the ground running on day one.



How it Works

The new Onboarding Experience provides a single access point for both administrators and employees, eliminating separate portals and complex setups.

For new hires, a milestone-guided Onboarding Dashboard replaces disjointed links, automatically serving up pre-start tasks, paperwork, orientation materials, and key contacts Once on board, adaptable checklists guide them through essential tasks, with automated notifications keeping everyone informed. Managers and mentors benefit from a simplified configuration form to create tailored onboarding profiles and dashboards with ease. They get full visibility into the onboarding progress, ensuring timely support and a smooth transition into the new role.

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Single Access Point & Unified Dashboard

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 My Onboarding Journey widget provides a one-stop shop that guides them continuously from offer acceptance through their first 30 days and beyond:

- Access company information, early paperwork, and role expectations, including pre-start tasks from a single URL
- Design and serve up packages with targeted resources for different roles
- Dynamic First Day widget displays essential logistics, including start dates, shift times, manager details, work location addresses, and interactive maps
- Connect new employees with up to five key contacts (Manager, HR, IT, Payroll) via direct messaging and email links to resolve questions fast

Adaptable Onboarding Checklists & Simplified Admin Configuration

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

- Create multiple onboarding tracks relevant to different positions
- Configure onboarding profiles and dashboards using an intuitive setup form without building separate phase-based dashboards
- Organize tasks logically into Pre-Start, First Day, First Week, and First 30 Days milestone groups.
- Flag specific tasks as Available Before Start Date while keeping subsequent milestones locked until the start date to keep new hires focused
- Provide direct links to electronic forms (I-9, W-4, direct deposit), training videos, policy documents, and welcome messages
- Automatically notify employees and managers as different onboarding stages are completed

Guided Journey & Mobile Integration

The My Onboarding Journey widget acts as the centerpiece of the employee dashboard, driving engagement and providing total clarity:

- Visual status indicators and progress bars keep employees aware of outstanding vs. completed tasks in real time
- The Download App widget provides QR codes and direct links to the HCM ToGo app in the Apple App Store or Google Play Store
- Once all onboarding milestones are completed, the Onboarding Dashboard can be retired for that employee

Manager Visibility

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

- Real-time visibility into checklist completions including task status, milestone completions, and overdue items
- 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**.

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