

How Lake Washington Institute better supports new hires with **centralized onboarding forms and resources**



CHALLENGE ONE

It was difficult for new hires to fill out and submit paper forms

Lake Washington Institute of Technology emailed onboarding forms to new hires, but they often **didn't know how to fill them out**. This led to many time-consuming **back and forth emails with HR for support**. Then, new hires had to print the forms to submit, but many didn't even have a printer.

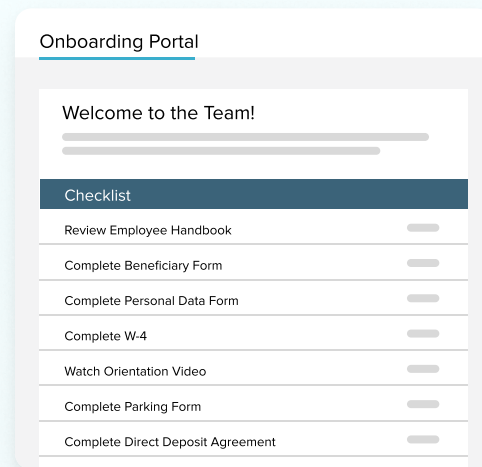
OUTCOME

New hires can quickly and easily complete forms online

With Onboard, new hires receive **digital versions of all their onboarding forms** that they can easily **fill out and submit in one online system**. Not only has this reduced the burden of emailing back and forth with HR – it also **cut the time it takes new hires to submit their forms in half**.

*“New employees are more comfortable speaking out and asking questions because our system is much more synchronized and simple. **It better supports them, even if they're not tech savvy.**”*

Corrine Ash, HR Generalist
Lake Washington Institute of Technology



CHALLENGE TWO

New hires struggled to access resources specific to their role

The Institute had **different employee types with different onboarding requirements and eligible benefits**. But with everything in disjointed paper files, new hires **struggled to find information specific to their role**, especially if they worked remotely. This caused confusion around eligibility for benefits and left many feeling unprepared.

OUTCOME

Anytime access to a centralized system with everything they need

Now, new hires get a **customized checklist of onboarding tasks** and have **24/7 access to online portals with important information and resources** based on employee type. With a centralized place for all their role-specific details and benefits, new hires can **always find relevant materials when needed** – whether they're in the office or remote.