NEOED

ONBOARD

A component of the Recruit module, Onboard **enables new hires to become more productive** from their first day on the job by streamlining new hire paperwork, processes, and training.

REDUCE NEW HIRE HOUSEKEEPING

Make your onboarding process a breeze with forms that can be sent, signed, and stored electronically.

- Assign tasks and forms to new hires before their start date (W-4, I-9, Employee Handbook, etc.)
- Customize requirements and approval workflows by employee type or department
- Provide new hires with a self-service portal that includes everything they need to know about their first 90 days of employment

IMPROVE EFFICIENCY AND COMPLIANCE

No more stacks of papers to sort through. Assign tasks to stakeholders with due dates and easily monitor completion. Manage everything digitally in a centralized hub.

- Assign tasks with due dates to employees responsible for onboarding tasks
- Quickly export data for compliance reporting
- Automate the scheduling of 30-60-90 day check-ins

ENHANCE YOUR EMPLOYER VALUE PROPOSITION

Paint a picture for new hires from the very beginning, fostering a great employee experience that will create enthusiasm about the organization and reduce turnover rates.

- Establish a sense of excitement by welcoming new hires with a portal that features custom content
- Upload photos and videos to introduce them to other team members and leadership

- Provide links to pertinent organizational resources
- Add the employee job descriptions and responsibilities to reinforce expectations

*"It's nice to be able to give the **new employee information before they start.** They get excited to get started & learn more about us."*

Marlene Ergen
College of Saint Benedict / Saint John's University

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