

Automate your employee onboarding and offboarding process.

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69% of employees are more likely to stay with you for at least three years if they've had a **positive onboarding experience**¹, so let's make sure your process is smooth and effortless.



Leading up to Day-1: Get prepared.

- ♦ Automated onboarding ensures your new hires are three-times better prepared to hit the ground running.²
- ♦ HR processes activated; contracts are signed; checks completed.
- ♦ Employee profile assigned; access to applications, systems and groups provided.
- ♦ Onboard check-ins with the new starter's manager scheduled.
- ♦ Monitoring and notifications ensure everything runs smoothly.
- ♦ IT equipment ordered and shipped.
- ♦ Corporate merchandise ordered.



Day-1: No messing around. Straight into the action.

- ♦ Devices, applications, and all security settings scheduled to switch on.
- ♦ User accounts are created, group memberships and user account passwords set-up.
- ♦ Office 365 licenses activated.
- ♦ All apps, including Outlook and Teams deployed.
- ♦ Multi-factor Authentication, file access, intranet permissions, and staff directories activated.



Week-1: Your new hire enjoys an organised and well-managed orientation.

- ♦ Orientation tours, welcome lunches, and management check-ins scheduled.



Elegant offboarding A smooth exit shows your people how valued they've been.

- ♦ Exit interviews scheduled and managed.
- ♦ Interview feedback distributed to management.
- ♦ Accounts and systems access disabled.
- ♦ Device tracking switched on and hardware returned.
- ♦ IT services switched off.

1. Society for Human Resource Management <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/dont-underestimate-the-importance-of-effective-onboarding.aspx>
2. Gallup. <https://www.gallup.com/workplace/353096/practical-tips-leaders-better-onboarding-process.aspx>

Establish an intelligent business practice **in your organisation.**

Book your Automation Maturity Readiness Assessment. With 30 minutes of your time, we'll identify the key areas for automation in your organisation that will streamline processes, enhance experiences, drive efficiencies, and improve profitability.

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