Onboarding

Once you put our On-boarding tool in place, you will immediately be able to quantify savings for your organization including reduction of paper, reduction of labor, and reduced storgage costs

OBJECTIVES OF ONBOARDING

- Avoid misunderstanding
- Reduce anxiety
- Share company expectations

JOB EXPECTATIONS

- Training requirements
- Job descriptions
- Job expectations

LEARNING CURVE

Minimize the downtime when bringing a new employee into the company. Share corporate information in real time to reduce problems which can lead to frustration or premature departure of the new hire.

STORE POLICIES / PROCEDURES

- Safeguard company information
- Protection of corporate assets
- Health & Safety program
- Drug/alcohol policy
- Complaint resolution
- Affirmative Action Policy
- Overtime Policy
- Retirement savings
- Vacation Policy

ADMINISTRATIVE FORMS

- Employee Id
- Work hours
- Dress code
- Identify with new company
- Building Evacuation Routes
- Recycling Programs
- Bad weather practices
- E-mail/internet use

BASIC GURU