



Pat: New Employee



HR Team



Colleagues



Pat's new Manager



Technical Support

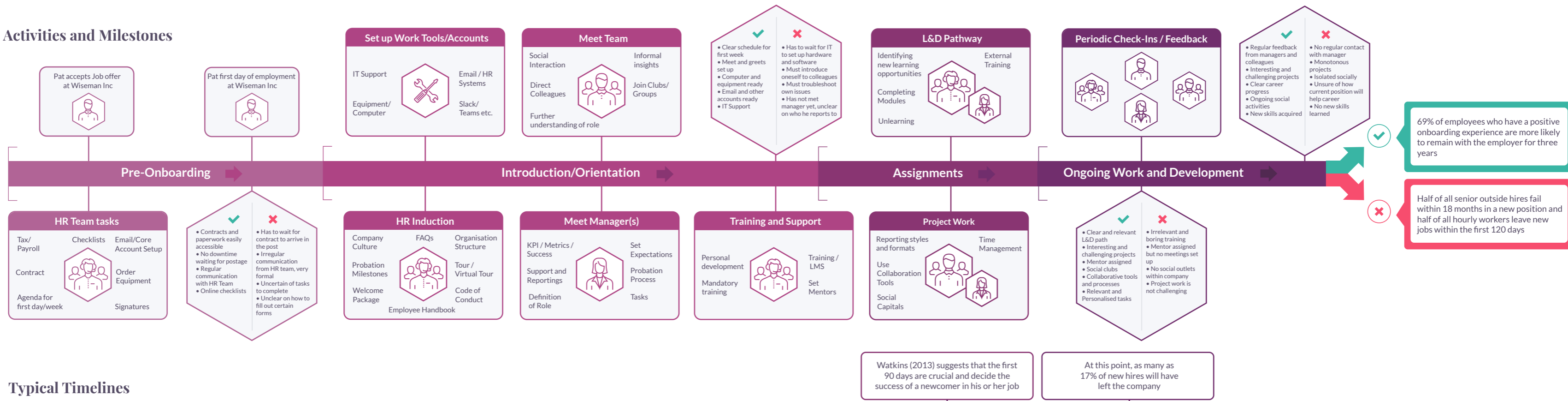


Good Experience for Pat



Bad Experience for Pat

Activities and Milestones



Typical Timelines



Useful Tools for Online Onboarding

<p>Digital Documents / e-Signatures</p> <ul style="list-style-type: none"> • ClearCompany: Online delivery, tracking, storage signing of key documents • DocuSign: Allows documents to be shared and signed • Collage: Allows employees to upload payroll/tax info as well as sign e-contracts 	<p>Online Introduction Tools</p> <ul style="list-style-type: none"> • Kin: Create a customised welcome page for each employee • Wistia Video: Create intro videos with embedded links to direct employees to key material • HR Partner: Employees can create a bio of themselves to share their experience and interests 	<p>e-Checklists</p> <ul style="list-style-type: none"> • Chief Onboarding: Create checklists, task lists for employees. • Typelane: Reminders, checklists, and feedback forms for tracking the employee onboarding and offboarding path • ClickBoarding: Share task lists and checklists with the employee during onboarding 	<p>Knowledge Bases</p> <ul style="list-style-type: none"> • ProProfs Knowledge: provides a self-service knowledge base, which includes FAQs, manuals • ChatBot: Allows chatbots to be built to communicate with employees for training purposes • Obie.ai: AI platform which enables access to frequently asked questions and document 	<p>HR Management</p> <ul style="list-style-type: none"> • Gusto: Manages employee onboarding, running payroll, benefits, forms, tax documents • Zenefits: Supports core HR functions, time tracking, onboarding, employee records • Bamboo HR: Key HR functions as well as employee engagement and satisfaction tools 	<p>Social and Communications</p> <ul style="list-style-type: none"> • Slack: Text and video chat tool, • Social Media: Companies can use social media presence to integrate their employees • Video Conferencing Tools: The emulation of face-to-face meetings during online onboarding can be crucial for employees to build rapport 	<p>Mentoring Tools</p> <ul style="list-style-type: none"> • Qooper: Allows for automated profile collection, mentor-matching, follow-ups, check-ins, and reporting • MentorCliq: Automated mentor matching based on role and expertise. Employers can track the number of hours employees and mentors have spent together 	<p>LMSs</p> <ul style="list-style-type: none"> • Cornerstone: Supports development training with a library of onboarding content. • AbsorbLMS: Implement a variety of quiz and survey tools, and generate badges and certificates • TalentLMS: Allows organisations to formalise their onboarding process using its system 	<p>Workflow Management</p> <ul style="list-style-type: none"> • IDoneThis: Employees compile what they have worked on and send a daily recap to the team • KissFlow: Employers can automate onboarding flows, assign tasks and track progress • BaseCamp: Work management tool with to-do lists, milestone management and time tracking
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