Onboarding

EMPOWER YOUR BUSINESS TO DRIVE EMPLOYEE ENGAGEMENT FROM DAY ONE

In today's fast-paced and competitive recruitment market, a solid onboarding approach is a business imperative. Your onboarding approach sends a powerful message to new employees long before they officially join your team. ONB²¹ - Onboarding helps create a positive first impression and encourages a sense of anticipation and excitement, whilst freeing up time for your HR team.

ONB²¹ - **Onboarding** streamlines and automates tasks associated with hiring new people, replacing slow, manual, and repetitive paper based processes with a seamless digital experience.

Build a better onboarding experience

ONB²¹ - **Onboarding** empowers your business to provide a great onboarding experience, driving employee engagement from day one. It simplifies and automates the manual tasks your HR team performs when a new employee is hired, allowing you to design an onboarding experience specific to your organisation's needs.

By helping you engage meaningfully with new hires, ONB²¹ - **Onboarding** makes your new starters feel valued. In addition, it helps defend your business against counteroffers from competitors. With employment contracts, payroll, building access and IT resources sorted in advance, your people can hit the ground running and start adding value on their first day.

ONB²¹ - **Onboarding** is an integrated module within **ichris - International Comprehensive Human Resource Integrated Software** - a leading global human capital management solution.
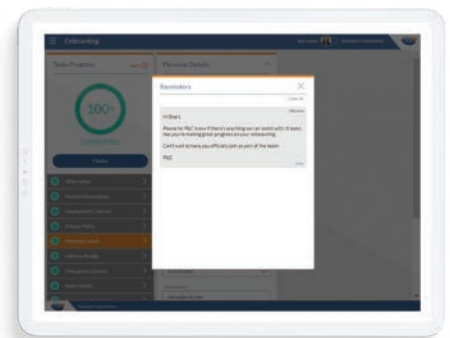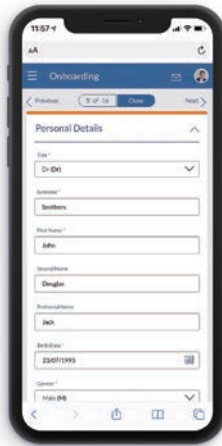

ONB²¹ - **Onboarding** ensures your new hire completes their tasks.

Your HR & Payroll database is automatically updated.

Human Capital Management & Payroll Software/Services
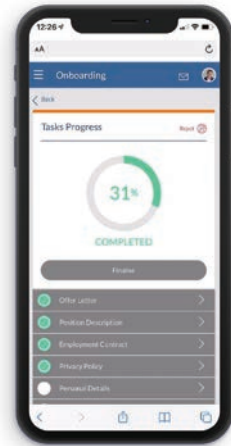
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Benefit from
real-time tracking
of each person's
progress through the
onboarding process.

Capture important employee data on any device.

Capture and verify qualifications and licences.

Easily track completed and outstanding tasks.

Onboarding your way

For some businesses, onboarding begins as soon a candidate accepts a verbal offer. For others, it's about sharing information after your new employee signs a contract. Either way, the onboarding process should extend beyond an employee's start date and support them in settling in, building relationships, and making a meaningful contribution to your organisation.

With **ONB²¹ - Onboarding**, you have the flexibility to build your onboarding process and customise workflows by location, team, position and more. Choose the information you want to share, the data and documents you need to collect, and what's required for the onboarding process to be finalised. **ONB²¹ - Onboarding** offers multi-language capability, allowing content to be translated for multinational organisations.

Streamlined

Manage the administration associated with onboarding digitally. There's no physical paperwork, and automated workflows offer a seamless experience for both your HR team and new hires. For example, send offer letters, employment contracts, position descriptions and more, directly to new starters' smartphones, allowing them to read, edit, action and sign these documents instantly.

Transparent

Benefit from real-time tracking of each person's progress through the onboarding process. An intuitive dashboard lets your business and new starters see which tasks have been completed and any outstanding actions. Communication is simple - new employees can ask questions using embedded phone and email links and receive quick answers as they continue their onboarding journey.

Accessible

ONB²¹ - Onboarding is compatible with Apple™ and Android™ smartphones, giving your new hires the ability to complete their onboarding journey from their mobile device, anywhere, any time. With remote and flexible working arrangements growing in popularity, you can connect with new employees and make them feel welcome - no matter where they are.

Engage with video

Welcome employees with engaging video content that sends a consistent message to everyone who joins your business. Your new hires will enjoy learning about your organisation's history, values and culture, and gaining insight into what it's like to work as part of your team.

Manage offers and contracts

Create and share offer letters and contract documentation quickly and easily, with the ability to auto-populate documents with relevant new hire information. New starters can review, edit and accept electronically and download copies for their records.

Collect HR and Payroll information

Customise the HR and personal data your organisation requires. From banking, tax and superannuation/pension information to medical and emergency contact details, **ONB²¹ - Onboarding** lets you gather data securely and updates the relevant fields in **ichris - International Comprehensive Human Resource Integrated Software**.

Verify qualifications

Verify your new employee's qualifications, accreditations, memberships, licences and more. Whether your organisation or industry requires police clearance or specific worker licences, new starters can upload a digital copy or take and send a photo from their smartphone.

Assign resources

Ensure people have the tools they need to be productive from their first day. **ONB²¹ - Onboarding** lets your HR team coordinate with internal stakeholders to request and track required resources and tools such as building and car park access, IT equipment and software, and email profiles.

Onboarding checklist

A thorough onboarding process sets new hires up for success, helping them establish their place in the organisation and understand the expectations of their role. Effective onboarding leads to better performance and higher employee satisfaction - which drives employee engagement and retention.

High-quality onboarding programs go well beyond a new starter's first day, often focusing on the first three months of their employment. Working to an onboarding checklist will ensure that no steps are missed during an employee's first few busy days, weeks and months.

Consider the following steps as part of your business's onboarding process:

- Make it official with HR
- Prepare new hire paperwork
- Organise devices and equipment
- Set up accounts and logins
- Prepare the workspace
- Review dress code
- Schedule orientation
- Perform a building tour
- Assign a buddy or mentor
- Send an email welcoming the employee to the team
- Schedule regular meetings

To find out how you can access the rich functionality of **ONB²¹ - Onboarding**, contact Frontier Software.

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Human Capital Management & Payroll Software/Services

ONB21/UK/07/21/MK02384