



PLATINUM GROUP

TIPS FOR A **SUCCESSFUL** iSOLVED NEW EMPLOYEE **ONBOARDING** **EXPERIENCE**

As an HR professional, you want to help new employees acclimate in their workplace. **iSolved's Onboarding** is a great way to help your new hire employees feel welcomed and show the professionalism of your organization. Here is a list of ways to help your new employees feel welcomed and how to successfully use **iSolved's Onboarding Wizard**.

1 ○

WHAT IS INCLUDED IN THE ONBOARDING PROCESS?

The **iSolved Onboarding Wizard** includes all the new employee hiring and tax forms required by state and federal.

2 ○

WHAT CAN YOU ALSO INCLUDE IN YOUR ONBOARDING PROCESS?

You can include anything to simplify your new hire process. Here are few suggestions:

- Employee Handbooks
- Video Links
- Testing Links
- Policies
- Procedures
- Training Materials
- Clear Description of Job Role and Expectations

3 ○

ADDITIONAL WAYS TO WELCOME YOUR NEW EMPLOYEE

1. Have a new employee complete their new hire onboarding process prior to their first day.
2. Prepare the new hire's work area near their team with all equipment necessary well in advance.
3. Announce the start date to the team or department and advise them on how to welcome their new colleague.
4. Ask the new hire about their own goals and expectations of their new role.
5. Show the new hire around the company and tell them how to use office equipment, how to lock/unlock doors and suggestions for lunch.

WELCOME LETTER TEMPLATES

Listed below are a few welcome letter templates to start an effective onboarding process. Your *Platinum Group HCM Account Manager* will also assist you with the set up on the **iSolved Onboarding** solution.

ONBOARDING WELCOME LETTER [SAMPLE 1]

[Date]

[Candidate Name]

[Candidate Address]

Dear *[Name]*,

It is with great pleasure that I welcome you to *[company]*! We are very excited to have you on board with us! We were very impressed with your *[experience and/or skill set]* and we think you will be a perfect addition to our team. As we agreed, your start date is *[date]* at *[time]*. The next step to joining *[company]* is to complete our New Hire Onboarding Process.

What you can expect to answer in the Onboarding Process:

You will complete various personal, tax forms, review our company's culture in our Employee Handbook and other relevant information about joining our organization.

How long does this take?

The average time ranges between 20-30 minutes.

When you are ready, please [click here to begin your Onboarding Process](#).

Additional Company Information:

- Our typical office hours are 9am–5pm and our attire is business casual.
- An HR resources will meet you next week to provide you with a passkey, company laptop and sign all of your benefits paperwork.
- Your company handbook is included in your New Hire Onboarding Process.
- You will also meet your mentor, *[mentor name]* when you arrive on your first day. She will guide you through the ins and outs of the office. Additionally, she will be available to answer any questions that may arise.

We are looking forward to making you an important member of the *[department]* team. Over the following weeks and several months, we will be working together on *[initiative]*. We are incredibly grateful to have your *[skills and experiences]* to round out the team and head toward sure success!

We very much look forward to working with you.

Warm Regards,

[your name]

[your title]

[company name]

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ONBOARDING WELCOME LETTER [SAMPLE 2]

[Date]

[Candidate Name]

[Candidate Address]

Dear [Name],

Welcome on board! We're delighted that you are joining us. We were impressed with your background and skills and we can't wait to see you in action.

The next step to joining [company] is to complete our New Hire Onboarding Process.

What you expect to answer in the Onboarding Process:

You can expect to complete various personal, tax forms, our company's culture in our Employee Handbook and other relevant information about joining our organization,

How long does this take?

The average time ranges between 20-30 minutes.

When you're ready, [click here to begin your Onboarding Process](#).

Your First Day

Please come in on [insert date] at our offices [insert address/floor], where Human Resources will be there to welcome you. We have organized your first day to help you settle in properly.

Here's an outline of what to expect:

1. You will familiarize yourself with your workstation and set up accounts and any other hardware.
2. You'll get time with your team leader who will brief you on the position and responsibilities.
3. We'll have induction training on the basics like policies, company products and perks.
4. At lunchtime, HR will introduce you to your colleagues.

To help you familiarize yourself with the company, we have arranged your access to our employee directory here: [insert link]. We want to ensure that you feel comfortable and hit the ground running.

Our dress code is [business casual]. Don't forget to bring your ID. We have enclosed benefit forms and the employment contract so you can have time to review them before you sign.

We're confident that you'll be a real asset for our company. Looking forward to welcoming you in person!

Warm Regards,

[your name]

[your title]

[company name]