Automate Your Onboarding to Delight Employees from Day One

Nothing says more to new employees about your organization than their initial experience when they are onboarded. If it's a chaotic experience, it doesn't set your new hire up to work to the best of their abilities. It may even leave them second-guessing their decision to work for you...

The problem often lies in the fact that processes and workflows are disconnected. Onboarding involves multiple departments: HR, contracting, IT, facilities and more. These departments need to be connected.

Organizations should be thinking of the workflow holistically, from the moment recruitment begins until the staff settles in and starts work. Automate the process through a system that can act as a single source of information and connect all departments involved. This ensures that all steps are followed, saves time, eliminates paper and means the new staff member will be set up for success.

Establish all the steps in your onboarding process, then you can digitally map these out into an efficient workflow to ensure compliance and efficiency.

ONBOARDING CHECKLIST

These are all the tasks that you need to include in your process and assign to the respective departments.

Tasks to complete prior to employee's arrival:

- Plan for office space capacity
- Add employee information to the organizational database
- Add employee to the organizational chart
- Acquire and configure new equipment
- Create an IT account and set up new email address
- Issue phone number
- Issue employment forms
- Send a welcome package
- Add employee to payroll
- Print office nameplates and business cards (if applicable)
- Clean and prepare office space
- Allocate, set-up and configure mobile devices and laptop assets
- Notify security and supply key cards
- Schedule new employee orientation
- Plan necessary training — security, cyber awareness, ethics, etc
- Schedule an appointment with IT support to ensure all devices are working properly
- Coordinate the necessary meet and greet appointments with supervisors, staff and team members.

Tasks to complete upon employee's arrival:

- Greet them properly
- Process them with security
- Show them their workspace
- Check-in to new employee orientation
- Guarantee all IT is up and running
- Check-in to whatever training comes next
- Offer them a survey to assess how the onboarding process went so you can improve it for future employees

Bizagi in action

OCS Group, the world's largest privately-owned facilities management services company automated its new starter process to reduce the time to create new employee IDs by 93%

Challenge

- A high volume of short-term contracts for cleaning and security roles meant high turnover was a challenge
- 700 new starters and leavers per month in their UK business alone
- Manual process of completing new starter forms takes up to three days to complete
- New employee ID takes up to two weeks to produce

Results

- Used Bizagi Automation Services to reduce the time to create a new employee ID from an average of two weeks down to just 24 hours
- Staff are now paid immediately, which has made OCS more favourable to candidates over competitor groups
- Automating the process has increased the accuracy of data entry and efficiency for staff
- A multi-form process that used to take up to three days can now be completed in as little as five minutes with a single upload

About Bizagi

Bizagi empowers people to drive digital transformation. Bizagi does this by delivering an engaging, consumer-friendly, process automation platform that connects people, applications, devices and information.

Fueled by a community of over 1 million downloads, over 1,000 enterprise customers, and the best pricing model on the market - it's no wonder Bizagi has enterprise customers across the globe. Organizations including adidas, Deutsche Post DHL and Citizens Bank leverage Bizagi which has been recognized by industry analyst firms such as Gartner, Forrester Research and IDC as a leading platform for Intelligent Process Automation.

For more information, visit www.bizagi.com