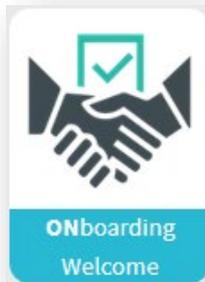
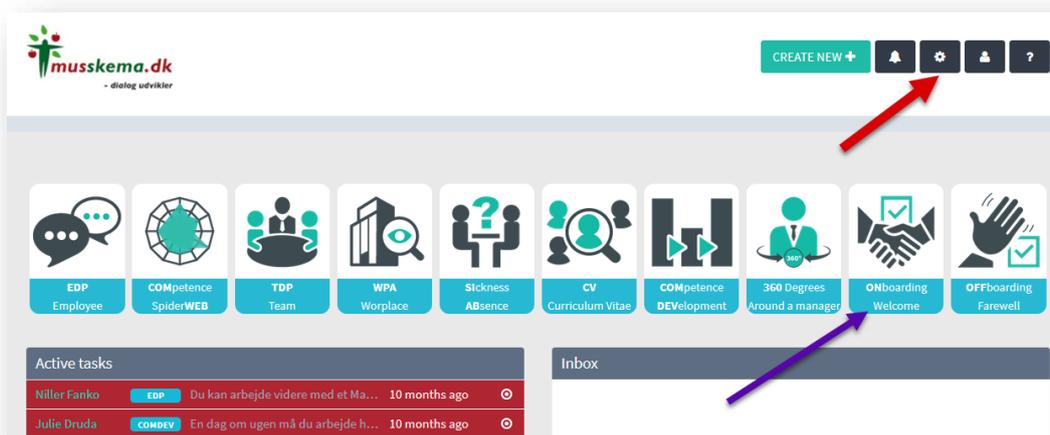


## Onboarding- The module



This is about the onboarding module (purple arrow) - and ensuring a good intro for new employees from the moment the contract is signed and until they are well run in after 3-6 months. But before we can get started with onboard workers, we just must set up the system as we want it - and this happens from the gear wheel (red arrow).



### Setting up my onboarding progress

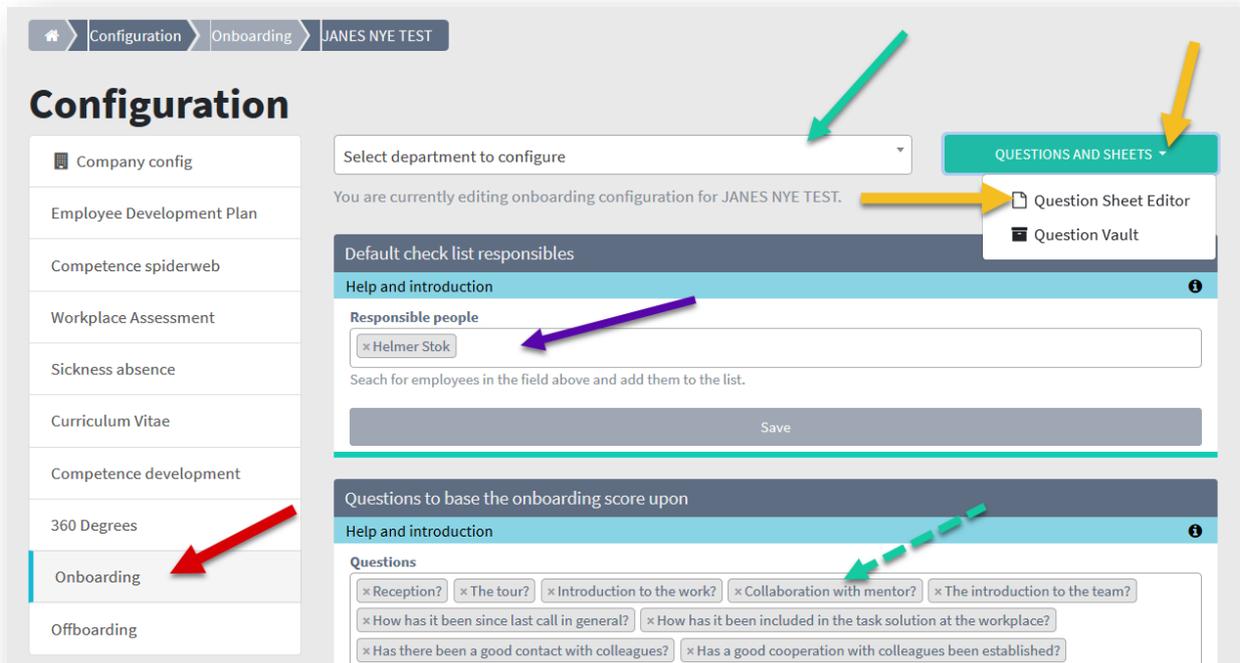
There is the possibility to run with a unified and uniform setup for the entire organization - or you can run with slightly different setup from department to department.

If you choose the last one, you can choose the department by green arrow. Otherwise, it just runs uniformly for the entire organization.

You can also add some specific people who should always act in this onboarding system (and you can always add and change). It could be: an employee / manager from HR, IT, Finance and the like, who, before the new person starts, must have set up the person in the systems. When these are set on here, they can always go in and click YES for example created with mail and codes (from IT) or in the Payroll system (from Finance). The immediate manager who puts it all on the given person is always automatically added to this group.

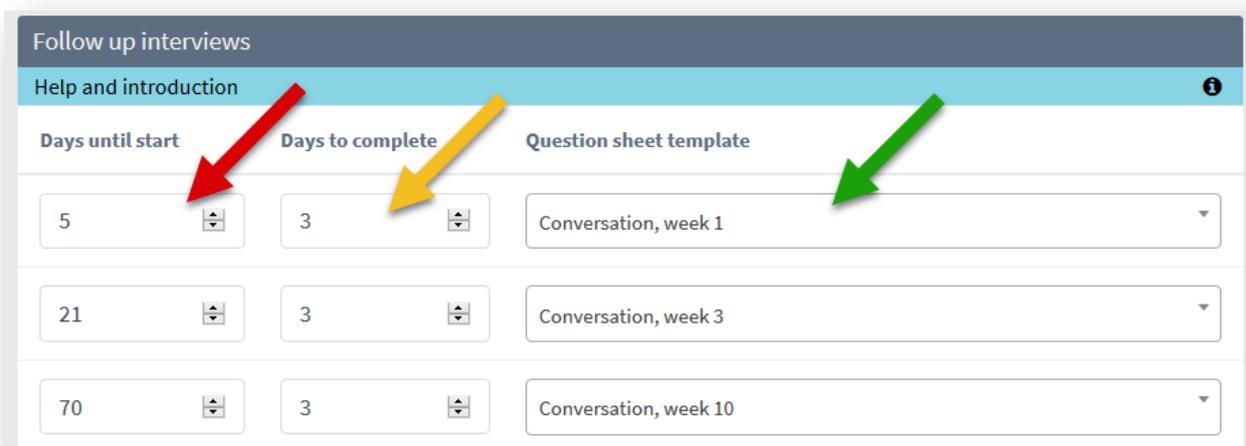
Now we need to look more closely at the specific checklists - and questionnaires you want to use in the onboarding process, but before that just mention that at the dotted green arrow you can set a selection of the onboarding questions from the query frames - or you can choose all of them - and that means that the chosen questions form the basis of the overall "onboarding score", which ultimately emerges as a total

figure on the onboarding course: for example 4.56. That figure reflects how well this onboarding has succeeded.



At the bottom of the same page, consider:

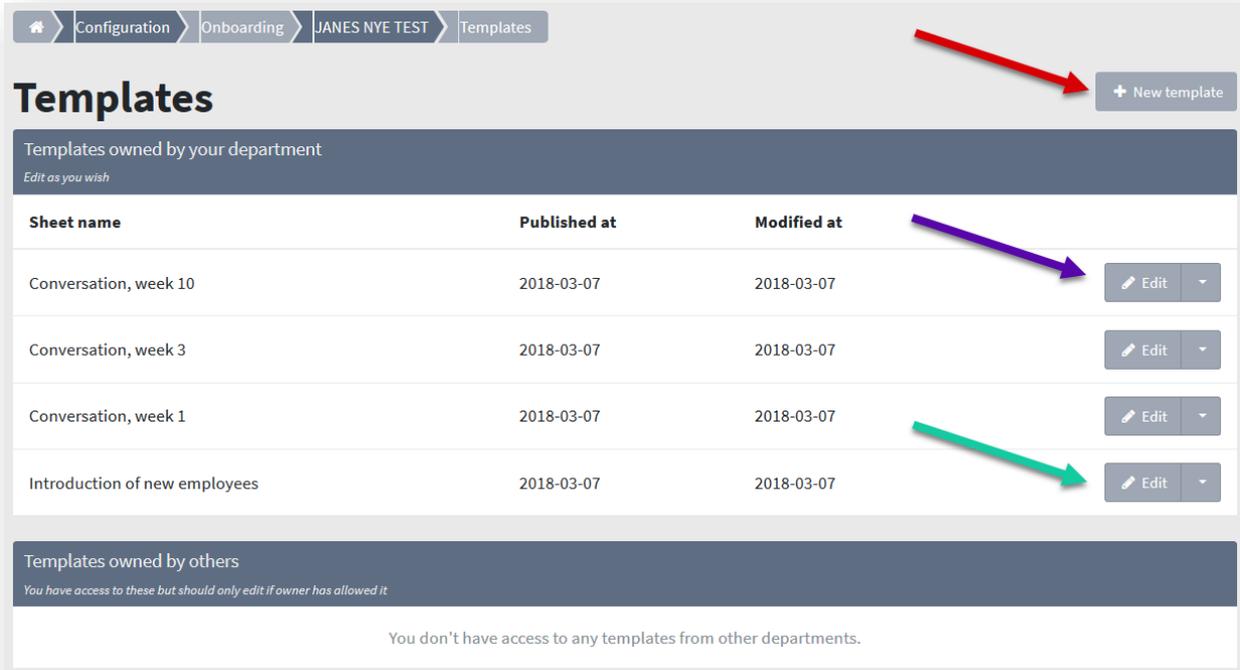
- Which days should something happen (yellow arrow)
- How many days must be devoted to completing what must be done (red arrow) - and here you can put much more effort times, for example day 30, day 75 (shortly before the 3-month probationary period has ended ...)
- And what do we call this part of the process (green arrow)



But now we must look at checklists and questionnaires (yellow arrows - 2 figure above):

Here you can create a completely new questionnaire / checklist from scratch (red arrow) - or edit in the questionnaires that lie:

- For example, the 10-week call questionnaire (purple arrow) - or 60-day call or which intervals you want to drive. It appears when you have set these intervals (see above)
- Checklist for all the individual tasks to be remembered before the new employee arrives - and the first days / weeks thereafter. Here you can also make checklists for different groups of employees, which you then choose when you need to be onboard one from this group, for example Administrative people, electricians, fitters, managers.... etc..



Configuration > Onboarding > JANES NYE TEST > Templates

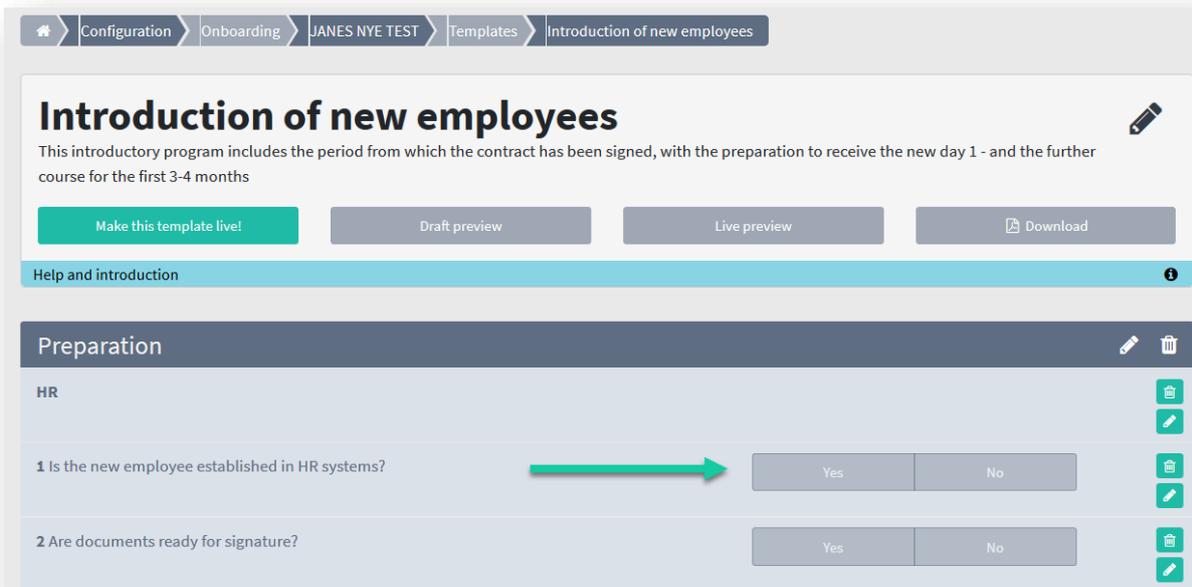
## Templates

Templates owned by your department  
*Edit as you wish*

Sheet name	Published at	Modified at	
Conversation, week 10	2018-03-07	2018-03-07	Edit
Conversation, week 3	2018-03-07	2018-03-07	Edit
Conversation, week 1	2018-03-07	2018-03-07	Edit
Introduction of new employees	2018-03-07	2018-03-07	Edit

Templates owned by others  
*You have access to these but should only edit if owner has allowed it*

You don't have access to any templates from other departments.



Configuration > Onboarding > JANES NYE TEST > Templates > Introduction of new employees

## Introduction of new employees

This introductory program includes the period from which the contract has been signed, with the preparation to receive the new day 1 - and the further course for the first 3-4 months

Make this template live! Draft preview Live preview Download

Help and introduction

### Preparation

HR		
1 Is the new employee established in HR systems?	Yes	No
2 Are documents ready for signature?	Yes	No

The checklists are usually shaped like to-do lists, which are answered with YES / NO. Note that the system is set up so that checklists must be filled in from both sides: Both the professional responsible for IT, finance

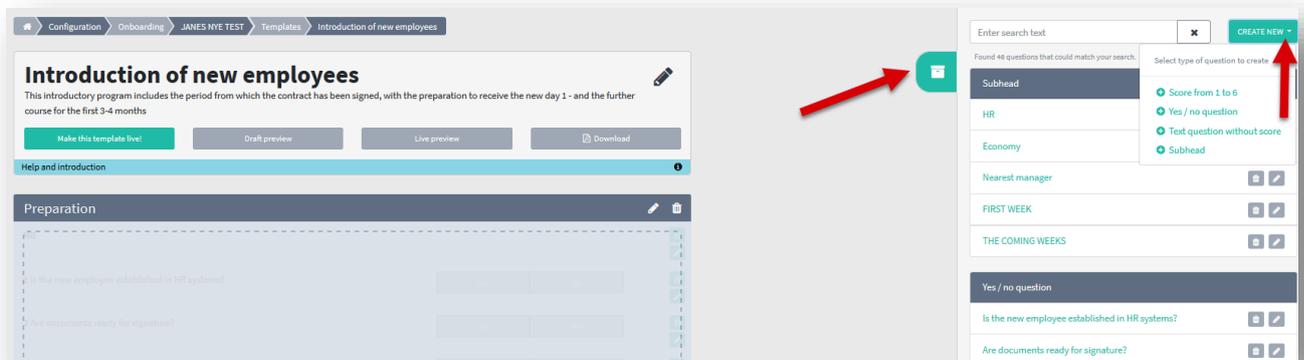
and the like. - and by the onboard self. For example, Have got Phone - IT says YES, but the onboard says NO. Then the system immediately notifies the dashboard and tells you that there is 1 mismatch. That is, the leader or department (for example IT) says YES that the new employee is created with mail in the system. And when the employee arrives, he answers NO, because he has not received his mail account ... Then there is a mismatch that the system immediately detects (see below).

The questionnaires, day 7, 14 or whatever you want, are built up as scoring questions 1-6, but also with commentary options.

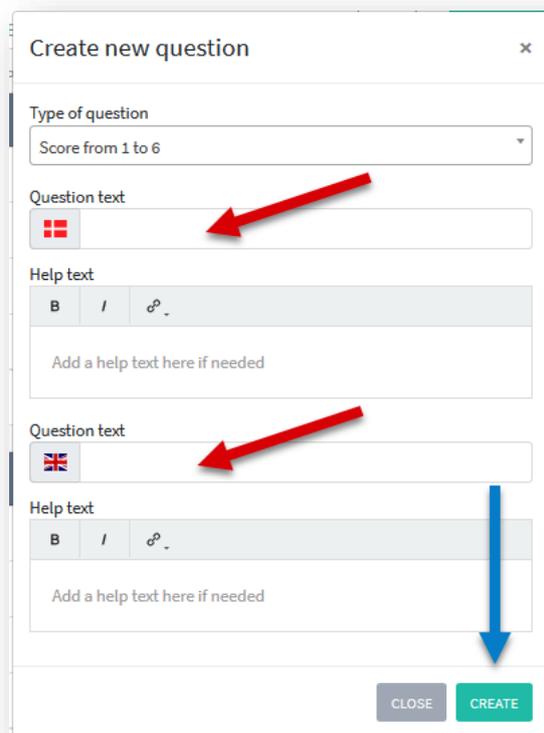
For each group (heading) you can add new questions by dragging them into place.

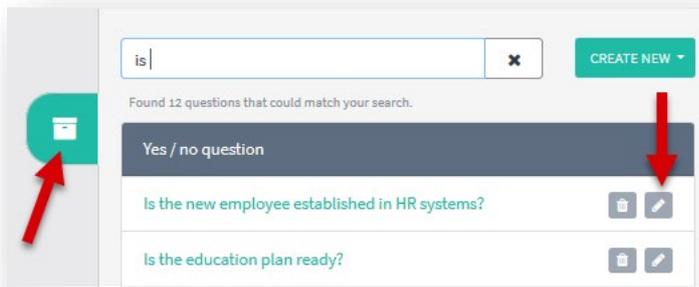
Click on the box (red arrow)

You can search for an already existing question and choose it - or create a new question by clicking on "Create new" (red arrow). When you create a new question, you first need to choose which answer option should be on the question - see below:

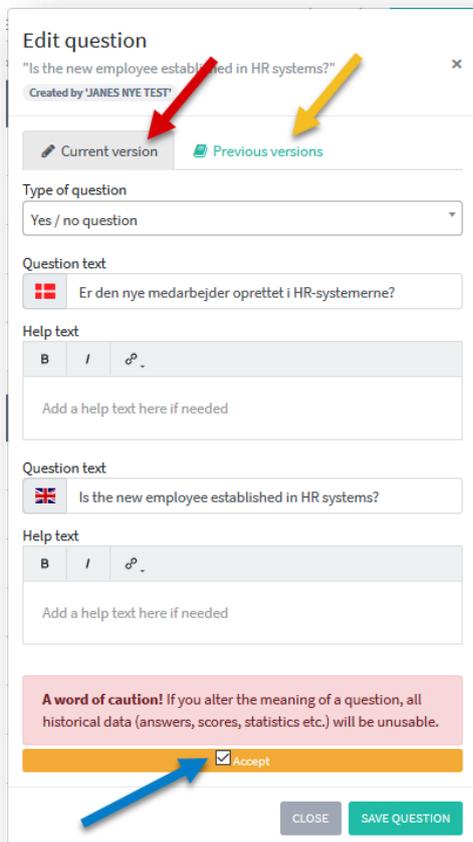


You can write the question in several languages (red arrow) - by how many languages your organization has created. This is also where you can insert a help text. Click on the create (blue arrow) and then drag it into the question group.





To edit a question, click again on the box (red arrow) and then the small pencil next to the question.



Here you must first accept the warning (blue arrow) before you can be allowed:

**A word of caution!** If you alter the meaning of a question, all historical data (answers, scores, statistics etc.) will be unusable.

It is possible to see previous version (yellow arrow)

When you have finished your checklist and questionnaires - remember to publish!  
Now the setup itself is complete.