

# ONBOARD | Overview



Configurable onboarding software that sets employees up for success from day one.

## Prepare new hires before they start

Boost new hire readiness and productivity with access to onboarding resources in a **personalized self-service portal**. Let them fill out paperwork and learn about your organization, benefits, expectations, and more – **all before their first day**.

### Onboarding Portal

Welcome to the Team!

Checklist	
Review Employee Handbook	<input type="checkbox"/>
Complete Beneficiary Form	<input type="checkbox"/>
Complete Personal Data form	<input type="checkbox"/>
Complete W-4	<input type="checkbox"/>
Watch Orientation Video	<input type="checkbox"/>
Complete Parking Form	<input type="checkbox"/>
Complete Direct Deposit Agreement	<input type="checkbox"/>

### Parking Form

**Personal Info**

Employee Name	Email Address
<input type="text" value="Casey Akers"/>	<input type="text" value="cakers@sunnydale.gov"/>
Vehicle Make	Vehicle Model
<input type="text" value="Honda"/>	<input type="text" value="Civic"/>
Color	License Plate
<input type="text" value="White"/>	<input type="text" value="SUN-123"/>

## Go completely paperless

Complete new hire paperwork **faster and more accurately** with digital onboarding forms. Auto-populate data from Insight to **reduce errors and free up time** spent shuffling papers.

## Manage onboarding in one place

Centralize onboarding across your entire agency and **ensure it's always consistent**. Track preboarding, onboarding, and offboarding task statuses and create portals for different departments to provide **visibility into new employee progress**.

Employees	
Casey Akers	<div><div style="width: 75%;"></div></div>
Carol Anderson	<div><div style="width: 80%;"></div></div>
Will Haines	<div><div style="width: 10%;"></div></div>
Nathan Japuri	<div><div style="width: 60%;"></div></div>
Evan Sanders	<div><div style="width: 90%;"></div></div>
Lindsay Swan	<div><div style="width: 85%;"></div></div>
Natalie West	<div><div style="width: 70%;"></div></div>