



Employee Onboarding

Structuring & Resourcing Your
● Employee Onboarding Experience

What you get with the Microsoft New Employee Onboarding Toolkit

Microsoft provides tools and processes for your organisation's Employee Onboarding system. This document offers an overview of these tools and processes and recommendations on how you can use them.

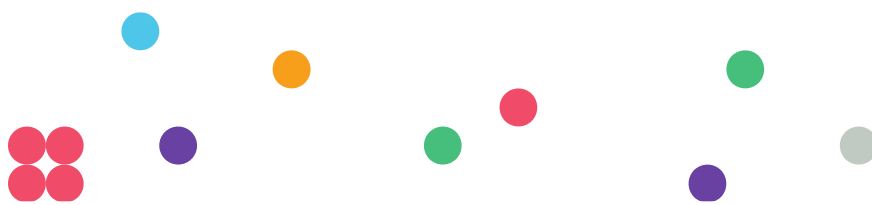
Tables of Contents

Preboarding Portal

Corporate Onboarding Portal

Department Onboarding Portal

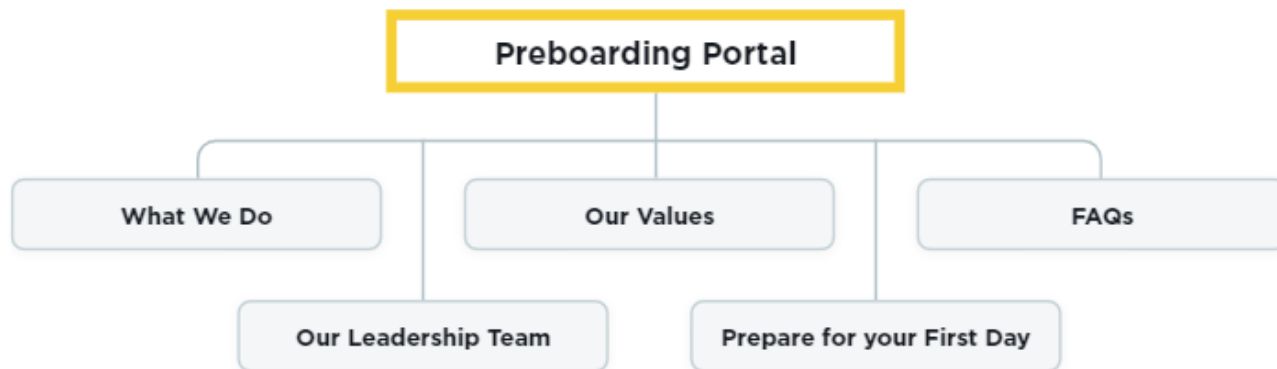
New Employee Onboarding Teams App Template



Preboarding Portal

How to design your Preboarding Portal

This portal should feature the following:



This information will help an employee to understand your company and to prepare for their start. These should all be concise overviews covering the essentials.

This portal should be set up to be accessible for starting employees who do not yet have a network account. They should be able to access it with their personal email, before being set up on the network on their first day.

Using a Preboarding Portals

Preboarding Portals are useful for any organisation that wants to engage and interact with new employees before they have formally begun, and before they have been set up on the company network.

To establish a Preboarding Portal, you will need to access the Microsoft SharePoint Look Book. You will need to be set up as a tenant administrator and will require consent for access. Once you have gained access, you can select the template and provision the site. Microsoft provides a detailed breakdown of the process [here](#).

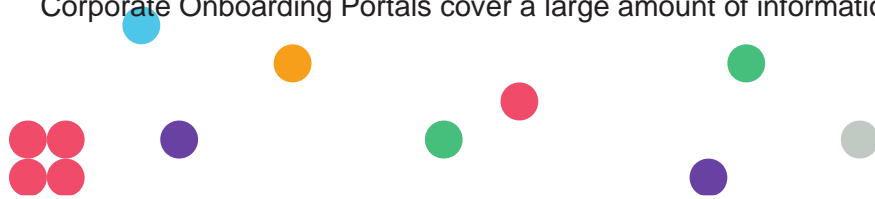
Requirements

You will need to provide guest users, such as new employees preparing to start, with access to the site. You can invite them to access the site and they can accept the invitation within a provided timeframe.

Corporate Onboarding Portal

What content should be on this portal?

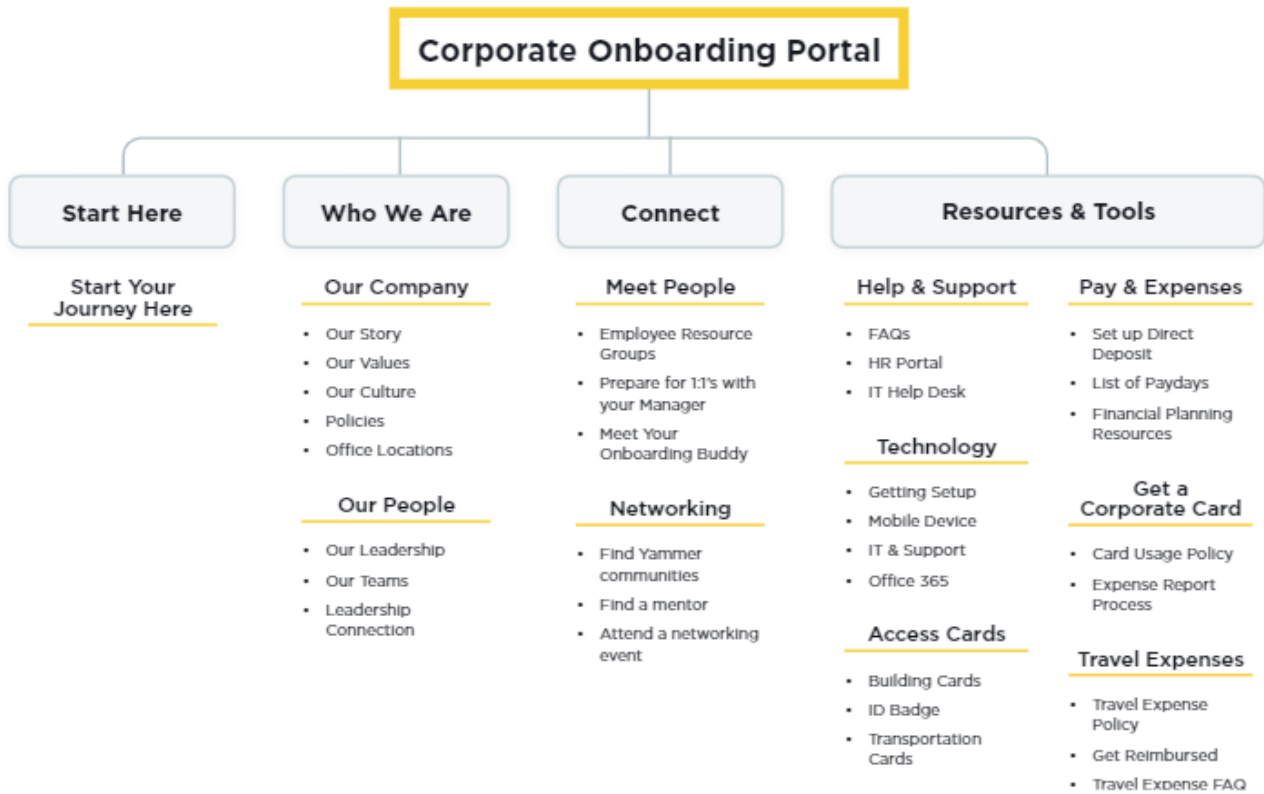
Corporate Onboarding Portals cover a large amount of information about your organisation in a



structured format.

Start Here

Start your journey here



This content and structure is of course adaptable to your company and the essential information for new starters. Identify that information and structure it in a way that is accessible and helpful for new employees. Be sure to include information that will help a new employee to understand your company alongside practical information they will need to get set up.

Structure the content in an accessible way that gets the information across as clearly as possible. Provide links for further information where necessary.

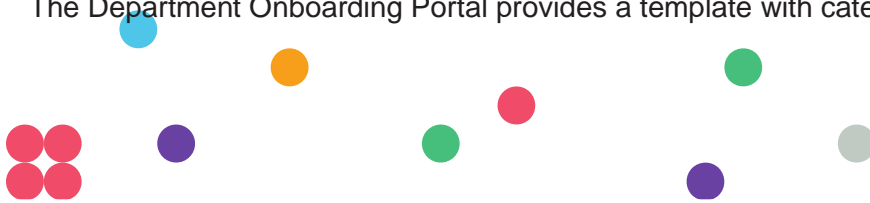
Access

We recommend providing access for this portal to everyone in your organisation. Even for employees who have been with your company for some time, some of the information may be useful.

Any organisation can benefit from a Corporate Onboarding Portal adapted for their company.

Department Onboarding Portal

The Department Onboarding Portal provides a template with categories which indicates the kind of



content that should be included:

- What We Do
- Our Values
- Our Leadership Team
- Preparing For Your First Day

These portals should be set up to provide relevant content for each department. You will therefore need to set up multiple portals specified for each department.

Set Up

To set up a Corporate Onboarding Portal, you will need to access it through the SharePoint Look Book. You will need to be set up as a Tenant Administrator and will need access from Microsoft's Provisioning Service.

Once you have access, you can select the template you want and set it up. Microsoft provide a breakdown of the process here.

Set Up

To set up Department Onboarding Portals, you will need to access the SharePoint Look Book. You will need to be set up as a Tenant Administrator to receive consent to access the Microsoft Provisioning Service. Once you're

set up, you can select the relevant templates for these portals. Microsoft provides detailed instructions here.

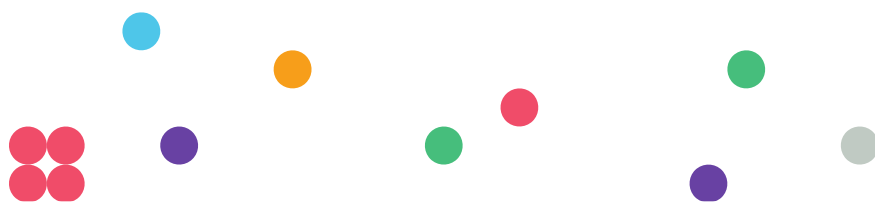
New Employee Onboarding Teams App Template

The New Employee Onboarding Teams App Template uses a combination of Microsoft technologies and platforms to develop and simplify the Employee Onboarding Process. This application is designed to support new employees, Hiring Managers, and HR Team members.

New Employees

For new employees, the app provides:

- Automated introduction survey
- Tasks for each week and related notifications
- Provides feedback
- Virtual connect facilities



Hiring Managers

For Hiring Managers, the app provides:

- New employee introductions on Teams

HR Teams

For HR teams, the app provides:

- Management for new employees' onboarding checklists
- Ability to review feedback from new employees

Microsoft provides more details on the Employee Onboarding Teams app [here](#).

Setting Up Employee Onboarding Teams App

To set up the Employee Onboarding Teams app, you will need to install several platforms and features:

- Azure App Service
- Azure Storage
- Application Insights
- Teams apps
- Bot channels

Some of these tools may not be included within your Office 365 subscription, so there are extra costs associated with this application. Microsoft provides the following guides for setting up the app:

- Deployment guide
- Cost estimates
- Getting started

