



BASIC Guru – Onboarding

Once you put in place an Onboarding tool like BASIC Guru, you will immediately be able to quantify savings for your organization including reduction of paper, reduction of labor, and reduced storage costs.

Job Expectations

Training requirements
Job descriptions
Job expectations

Learning Curve

Minimize the downtime when bringing a new employee into the company. Share corporate information in real time to reduce problems which can lead to frustration or premature departure of the new hire.

Objectives of Onboarding

- Individual objectives
- Avoid misunderstandings
- Reduce anxiety
- Share company expectations

Policies / Procedures

Safeguard company information
Protection of corporate assets
Health & Safety program
Drug/alcohol policy
Complaint resolution
Affirmative Action Policy
Overtime Policy
Retirement savings
Vacation Policy

Administrative Procedures

Employee Id
Work hours
Dress code
Identify with new company
Building Evacuation Routes
Recycling Programs
Bad weather practices
E-mail/internet use

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