Employee Onboarding and Offboarding Plans

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About OnBoarding/OffBoarding Plans

Planning employee onboarding and offboarding tasks is common when you manage human resources. With the Onboarding/Offboarding Plans SuiteApp, you can facilitate smooth career movements for employees in your organization. The SuiteApp empowers you with customizable plans and templates that you can tailor for your specific business need.

The Onboarding/Offboarding Plans SuiteApp is a comprehensive tool for managing employee career movements in an organization. HR professionals can use it to create employee plans, use premade plan templates or create their own, and receive notifications related to an employee onboarding or offboarding.

With Onboarding/Offboarding Plans, you can:

- Save time by creating employee plan templates that you can reuse for different scenarios.

- Promote a positive onboarding and first-day experience for newly hired and internally transferred employees by linking tasks to points of contact.

- Ensure proper transfer and graceful transition for exiting employees by linking tasks to points of contact.

- Provide a designated list for any employee who are in the process of entering or exiting the organization.

- Keep track of the status of tasks that are required to comply with legal standards, such as the completion of government forms.

- Identify common roadblocks when completing tasks to help refine future employee career changes.

Using The Recent Enhancements of OnBoarding/OffBoarding Plans Feature

Onboarding/Offboarding Plans SuiteApp is now upgrading to version 1.03.0 which includes the following enhancements:

- **Onboarding Experience** – New employees now have an improved user interface on an Onboarding portlet. The portlet alerts them of due dates and enables them to visually track and update their completion status.

- **Welcome Message** – HR administrators can customize a welcome message on new employees' onboarding email and plan.

- **Task and New Hire Alerts** – Task assignees can now track their work on the Onboarding portlet. Company employees are now alerted of new hires and can quickly send a welcome email from the portlet.

- **Email Summary** – HR administrators can set up scheduled email summaries of onboarding plan progress.