



# Ciphr Onboarding

Inform, educate, and engage  
new employees before their  
first day



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# Overview

An effective and comprehensive induction programme is essential for engaging and retaining new hires. Our onboarding software helps new employees familiarise themselves with your brand, ethos and values before their first day – making them feel like a valued part of your organisation before they even begin work. It integrates with our HR software and recruitment platform for a seamless candidate experience, and is also available as a standalone solution.

## Key features

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- ✓ Improves your communication with new hires during the fallow period between making a job offer and their first day

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- ✓ Helps new starters to feel more welcomed and valued by your organisation – which can help to improve staff retention and increase productivity

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- ✓ Enables new starters to securely share with you important information ahead of their first day, such as bank details

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- ✓ When integrated with our HR software, data entered in the onboarding platform is automatically transferred back into the HR software on the individual's first day – removing the need for HR to re-enter data

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- ✓ Replaces labour-intensive manual processes, forms, and emails. You will no longer need to send the 'new starter pack' in the post or employ a central administrator to enter basic employee details into multiple systems

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- ✓ Use it to share important documents and policies - and require individuals to confirm they have read this information - to support and promote compliance from day one

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- ✓ Enhances your employer brand by communicating your identity, culture, and philosophy through bespoke branding and any content you might choose to load, such as floor plans or welcome videos



## Key features

- ✔ Communicate and engage with your new employees before their first day
- ✔ Enable access to relevant policy documents, handbooks, FAQs, and multimedia presentations
- ✔ Inform and educate employees about your organisation's brand, identity, structure, history, ethos, and culture
- ✔ Communicate 'housekeeping' content such as building layouts, fire and first aid wardens, access, transport, and catering information

### What they say

“Our onboarding hub includes lots of information about our organisation. It encourages new members of staff to take a look and see what our company is about. They can start to get to know our policies and procedures and also view staff benefits so that they are looking forward to joining.”



## Key benefits

- Present a wide range of your own content to new starters. Popular pages and page types include:
  - Welcome
  - Introduction
  - Vision and mission
  - Organisation history
  - Meet the leadership team
  - Hear from employees (employee stories)
  - Organisation policies
  - Rewards and benefits
  - Health and safety information
  - Your first day page
  - Media gallery
- Help employees familiarise themselves with colleagues through access to non-sensitive staff directories
- Amend branding and change content yourself – pictures, presentations, welcome messages, and video streams can be customised to support and educate new employees
- Streamline initial information capture by enabling new employees to update required information – such as emergency contacts, bank details and skills – in advance of their start date
- Integrates with our HR software. Users can be imported from the HR system and any information they amend in the onboarding platform will be fed back to Ciphr via an API

