

NEOGOV

ONBOARD

Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.

STIMULATE PRODUCTIVITY – *by empowering new hires to* – BE PRODUCTIVE BEFORE DAY ONE

NEOGOV's onboarding software, Onboard, enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform. Assign checklists to your new hires prior to their start date and create forms specific to employees, groups, or departments. Set up required fields to ensure forms are properly completed by new hires.

Assign employees their own accounts with unique credentials with built-in authentication and security. New hires can complete I9 and W4 forms online in minutes, and HR can easily initiate and complete E-Verify checks. Employees can even electronically sign forms.

Attracting a great candidate is only the first step. Engaging them after they've been hired is key to making them successful. Effectively onboarding new hires helps them to be productive and engage immediately.

CREATED FOR YOU *and your employees*

- ✓ Creates a transparent process for agencies and applicants
- ✓ Automates onboarding tasks
- ✓ Increases productivity and engagement



HIGHLIGHTED FEATURES

Make a great first impression, convey your organization's culture, and get your new hires fired up. The public sector has unique hiring needs and Onboard was specifically created to fill those requirements. Onboard's robust form builder, templates and global form bank, and employee portal are just a few of the ways Onboard supports HR and new hires.

MORE THAN JUST ONBOARDING

Onboard goes beyond onboarding, with the capability to handle pre-boarding and offboarding.

- Seasonal hiring capability

TEMPLATES & GLOBAL FORM BANK

Onboard's form builder allows you to drastically reduce paper forms for new hires. HR can create forms from scratch, use existing form templates, or select from a library of forms being utilized by other public sector agencies. HR can customize any template to make it fit their specific process.

- Library of form templates from other public sector agencies
- Customizable, editable templates
- Adaptable, not one-size-fits-all

EMPLOYEE PORTAL

Onboard's portal helps to communicate organizational culture, provide job clarity, and stay compliant. Clearly spell out onboarding deadlines while giving new hires the freedom to complete required forms at their convenience, leaving more time for HR to engage with their new hires. Configure your new hire portal with checklists and interactive widgets to facilitate structure and collaboration while providing new hires with vital documents, trainings, and videos.

- Communicate relevant training information to new hires
- Share your organization's mission and values

“It's nice to be able to give the new employee information before they start. They get excited to get started & learn more about us.”

MARLENE ERGEN
College of Saint Benedict /
Saint John's University

Welcome, Amy!

Welcome to NEOGOV

NEOGOV is the market and technology leader in on-demand human resources software for the public sector. We are passionate about technology, focused on customer success, and have an entrepreneurial environment where risk-taking is encouraged and rewarded. Our environment is fast paced with smart, energetic and passionate people and opportunities for growth.

[VIEW ALL >](#)

Checklist

[VIEW ALL \(24\) >](#)

39%

<input checked="" type="checkbox"/> Meet the design team	①	⚠ 2 days past due
<input type="checkbox"/> Complete the W-4 form	①	🕒 Due in 3 days
<input type="checkbox"/> Complete the parking form	①	🕒 Due in 4 days
<input type="checkbox"/> Complete the I-9 form	①	✅ Complete
<input type="checkbox"/> Complete the benefits form	①	✅ Complete
<input checked="" type="checkbox"/> Meet with design team lead and ...	①	✅ Complete
<input checked="" type="checkbox"/> Go over protocol for sales	①	✅ Complete
<input checked="" type="checkbox"/> Participate in office safety	①	✅ Complete
<input checked="" type="checkbox"/> Read handbook and sign	①	✅ Complete
<input type="checkbox"/> Watch welcome video	①	✅ Complete

Company Videos

Learn more about our company culture by watching these videos.

In the Community
7:09

Office Vibes
6:14

Brainstorming
8:10

[VIEW ALL \(9\) >](#)

Resources & Documentation

Team Photos

Get acquainted with our office and team-building events.

ONBOARDING AND EMPLOYEE RETENTION

Onboarding is a critical part of employee retention. According to NEOGOV's *2019 Job Seeker Report*, public sector organizations that effectively onboard new hires can lower the rate of employee turnover by 29%.

Additionally, solidified onboarding programs increase time to productivity by 64%, according to The Aberdeen Group.



IMPLEMENTATION



PHASE 1 INITIATION

1-2 Weeks

KICK OFF

Bring stakeholders, internal resources, and project team members together to review scope, align expectations, clarify roles and responsibilities, and agree upon milestones.

PROCESS ANALYSIS

Examine your current processes and decide if changes are needed. Using our process-proven implementation workbook as a guide, answer questions designed to make your implementation smoother and faster.

Add-On Service: Business Process Facilitation available for purchase.

PHASE 2 CONFIGURATION

1-3 Weeks

DISCOVER

Choose self-directed learning or purchase on-site / remote instruction to learn how to use and configure Onboard's features, allowing you to meet your needs and goals.

CONFIGURE

Set up your system based on your analysis and discovery. Build your forms, checklists, and portals. Design the new hire process to meet expectations for all roles involved: HR, Managers, Employees, and New Hires.

Add-On Service: On-site training available for purchase.

Best Practice:

Leverage forms shared in the Community using the NEOGOV Global Form Bank.

PHASE 3 PRODUCTION

2-3 Weeks

PREPARE

Conduct mock onboarding to test your system to ensure the functionality, security, and experience all meet your organizational expectations. Review your system set up with your implementation consultant and fine-tune to ensure Onboard is ready to use.

TRAIN

Ensure successful adoption through end user training for HR Users and Employees. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: On-site or remote training for end users available for purchase.