Transform Your Onboarding and Offboarding Experience

The **Onboarding/Offboarding Essentials and Automation package** empowers you to deliver an impactful first day to new hires while alleviating the setup pressure on HR and IT by automating setup tasks and providing a standard framework **all powered by Microsoft 365**.

Our package fulfills standard onboarding/offboarding needs and is customizable to your unique business needs, allowing you to spell success right from the beginning.

Challenge

You don't get a second chance to make a first impression

- Waiting for access to email, chat, and job-specific tools makes employees feel unwelcome
- Slow initiation leads to poor connection with peers
- Manually emailing forms to new hires wastes valuable time
- Potential data loss when filing and storing repetitive information by hand
- Manual offboarding tasks pose security risks

Opportunity

Standardize your onboarding/offboarding process

- Boost employee engagement from day one
- Immerse them in the culture right away, improving employee retention
- Increased ROI; the faster employees begin to work, the quicker they increase business value
- Alleviate the pressure on IT through automated setups, such as email and internal chat access
- Employers begin seeing the value of new hires on day 1
- Keep sensitive accounts and data safe

What can a standardized onboarding/offboarding process do for your organization?

Productivity

Standardizing your onboard process improves new hire productivity by 50%

50%

Automatically set employees up with an email and internal chats/teams

Employees can hit the ground running on their first day

Employee Experience

16% of employees will stay less than 3 months when a job doesn't live up to their expectations, 34% will stay less than 6 and 48% will stay less than 12 months.

16%

Automatically connect new employees with essential first-day resources, such as team members, policies, and handbooks

Save Time

The onboarding process for small to mid-level firms takes up to 10 days

7-10 days

Using an onboarding/offboarding framework with automated processes allows HR & IT to spend less time setting up new hires
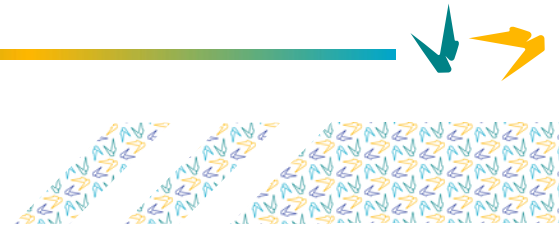
Increased Security

89% of employees were able to access sensitive corporate applications well after their departure

89%

Automatically remove all data and systems access, preventing departed employees from accessing sensitive data

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Technology

Our solution uses tools integrated within the Mircosoft ecosystem, allowing for easy setup.

New employees fill out required onboarding information

Stores information from the MS Form and other employee data

Notifies teams and departments of the new employee

Sends employee credentials and other pertinent information

Power Automate runs all the processes and workflows. Users trigger a flow to automate things like emails, data population, and notifications.

Our solution automates all of this and more...

Email
- Creates user and email aliases
- Adds user to group mailboxes

Security
- Sets MFA and Conditional Access
- Removes user access to accounts

Team
- Adds the user to Azure AD and M365 Groups
- Adds the user to different Microsoft Teams

HR
- Sends a welcome email with their M365 account info, login instructions, employee handbook, etc...

User Properties/Account
- Creates the Azure AD user account
- Gives access to other Azure AD based apps
- Adds the appropriate M365 licenses and services

- Creates custom user properties
- Gives access to other Azure AD-based apps
- Adds the user profile properties to their Azure AD account

Creospark