



d.vinci

Onboarding

d.vinci *Onboarding*

Did you know that about a quarter of all companies do not manage to meet a new employee's expectations? One possible reason for this could be the lack of a bond between employer and employee. With a traceable onboarding process for the new employee, you increase satisfaction, motivation and retention levels at your company and at the same time prevent layoffs during the probationary period, as these are costly and tie up resources. d.vinci Onboarding offers you digital support to ensure that everybody involved can work together effectively. We would be glad to advise you on all aspects of onboarding and help you set up a professional and individualised onboarding process.

New employee *good start*

A high level of employee satisfaction from the very start strengthens you as an employer

If a new employee feels immediately welcome, they feel good about their work with you from the start to form a positive image of you as an employer. Employees who feel valued are the best spokespersons for your company. If an employee can still remember the start of their work with you even after some period of time, and still feels positive about it, this strengthens your image as an employer. We would be glad to support you in setting up a well-thought-out onboarding process.

Strengthen motivation

If a new employee feels comfortable and welcome right from the start, they are automatically more motivated to work hard for your company. In the long run, this also ensures a high level of satisfaction and motivation in your team.

Save costs and resources

You can save costs and resources in the long term through a structured and clear onboarding process. Employees who do not resign during the probationary period are more likely to form a longer-term connection with you as an employer, meaning you will have to fill new positions less often.



All tasks **at a glance**

Checking the status immediately

Immediately after logging in, you can view the status of all of a new employee's tasks. A colour system allows you to see the due dates and which tasks still have to be completed by the new colleague at a glance.

Manage open tasks easily and simply and collaborate with other departments

By clicking on urgent tasks, you can see what still needs to be done. You then can either work on these tasks yourself or assign them to your colleagues, so that you can easily coordinate with many different participants and delegate tasks.

Reusing tasks for other employees

You can save tasks in your personal task blocs and divide them into different categories so that they can be used time and again. Your correspondence templates make it easier for you to communicate with new employees during the onboarding process.

Adapting to your individual processes

You can tailor d.vinci Onboarding to your own needs, manage your task blocs individually and define your own structures, such as the participants in or duration of onboarding.

Transfer of applications to d.vinci Onboarding

Your applications from d.vinci applicant management can be easily transferred to d.vinci Onboarding with a mouse click. This way, a former applicant immediately becomes a new employee and you can start planning their onboarding process.

Frequently asked questions **FAQ**

Why is onboarding so important and why do I need a dedicated application for it?

Many companies use Excel lists to organise a new employee's start with them. This quickly becomes confusing and complicated, and it requires a lot of maintenance. With d.vinci Onboarding you establish a structured process that works for every new employee and makes your processes transparent.

What benefits does d.vinci Onboarding actually offer me, and/or is it suitable for me?

d.vinci Onboarding helps you to establish a well-thought-out onboarding process so that new employees can get off to a good start at your company. It is suitable for anyone who wants to create a high level of satisfaction in their team.

How does the connection of d.vinci Onboarding to my d.vinci applicant tracking?

d.vinci Onboarding is seamlessly connected to your d.vinci candidate management system. You can transfer applications directly to the onboarding and turn your applicants into new employees. You can take care of the installation yourself or do it with the help of our consultants.

Can I also operate d.vinci onboarding independently?

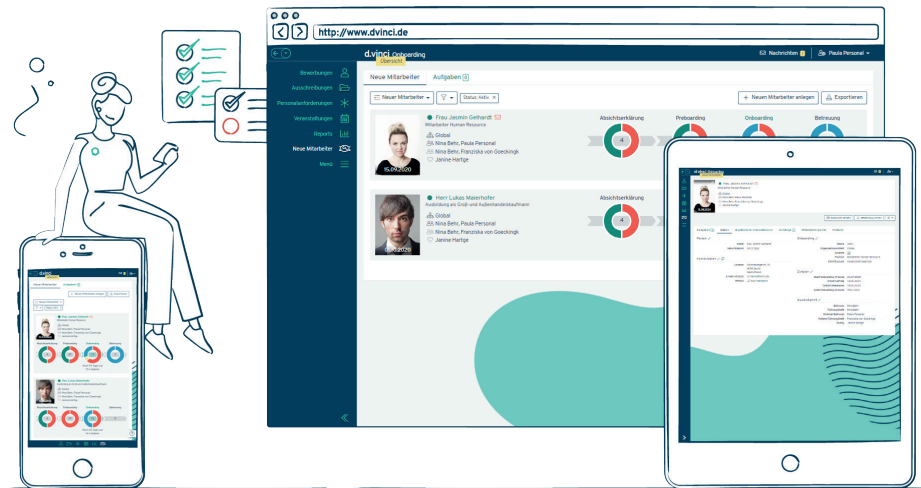
Yes, the tool can also be used independently.



Your individual employee portal **Preboarding**

When new employees start at a new company, they are confronted with a lot of impressions. The first day of work in particular is often characterized by sensory overload: many names and faces, different rules, new tasks. Often new employees have already spent a long time between signing their contract and their first day at work. This increases expectations and curiosity. Employers can take advantage of this.

Use the curiosity of new employees to immerse them in your corporate world at an early stage. The d.vinci onboarding employee portal serves as an exchange and information channel: Share articles about internal customs and inform about the receipt of important documents – via mouse click and correspondence template directly from the software. The result is interactive contact that generates significantly more bonding than occasional email correspondence.



A well thought-out and maintained employee portal can even strengthen your employer branding in the long term: New employees talk about you even before their first day at work, show information they have received to friends and acquaintances, and thus advertise you as a modern employer.

Functions

Overview

All tasks at a glance at all times

Post-it chaos? We don't like it at all! Color systems and process donuts are our solutions to manage all to-dos and due dates. Tasks can be completed by you, or assigned to your colleagues in the departments - simply with a click.

Create and retrieve task packages

Task packages make your work easier when you have to fulfill target group-specific requirements. Whether you are a trainee or a manager, you can divide tasks into different categories so that you can retrieve and use them again and again.

Inform via the employee portal

Like writing emails, only much better: The employee portal of the onboarding software is an interactive exchange channel for general and individual information between you and a new employee. It ensures early integration, even before the first day of work.

Individual access and information

You decide when a new employee joins the employee portal and what information they see. From the system, you generate a link with access data and control the publication of articles - time- or task-controlled.

Automation of information processes

By linking to the employee portal, an applicant learns immediately whether for example his employment contract or other important documents have been received without you having to contact him explicitly. This creates clarity without time-consuming communication.

Share and submit documents

Provide the new employee with all relevant documents that can be filled out before the first day of work and uploaded again via the portal - e. g. by scan or photo upload. This eliminates a lot of tedious paperwork on the first day of work.

Customization for your design

Oops, who are they? Of course, this should not happen! New colleagues should of course immediately recognize you as their employer in the employee portal. Your own design can be experienced by adapting the colors and by storing your logo.

Transfer of applications

Very simple, from the application to the onboarding: As a user of the d.vinci applicant management, you have the possibility to transfer applicants including all documents directly into the d.vinci onboarding software without media discontinuity.



Digital **Onboarding**



Consulting

We are happy to support you with process consulting and creative concepts around the topic of recruiting.



Own administration

All changes during operation can be done by yourself.



Updates, every 14 days

To keep your system up-to-date in the long term, we release updates with practical, new functions every two weeks.



Data protection at it's best

We are the only provider with an ISO certification – the ISO 27001. Our data center is located in Hamburg.



Test winner

d.vinci is the best software in the categories user friendliness & data security and ranks 1st in customer **satisfaction & price/performance.**



Curious?

It costs nothing to ask!

Try out all d.vinci functions free of charge and without obligation and experience how much fun digital onboarding can be.

www.dvinci.de/onboarding-kostenlos-testen

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