



how to onboard new employees for your small business



hireful.



Adrian McDonagh
Co-Founder / Chief Helper



our why

hireful.



“we exist to help **everyday organisations** recruit better”



we ♥ free training

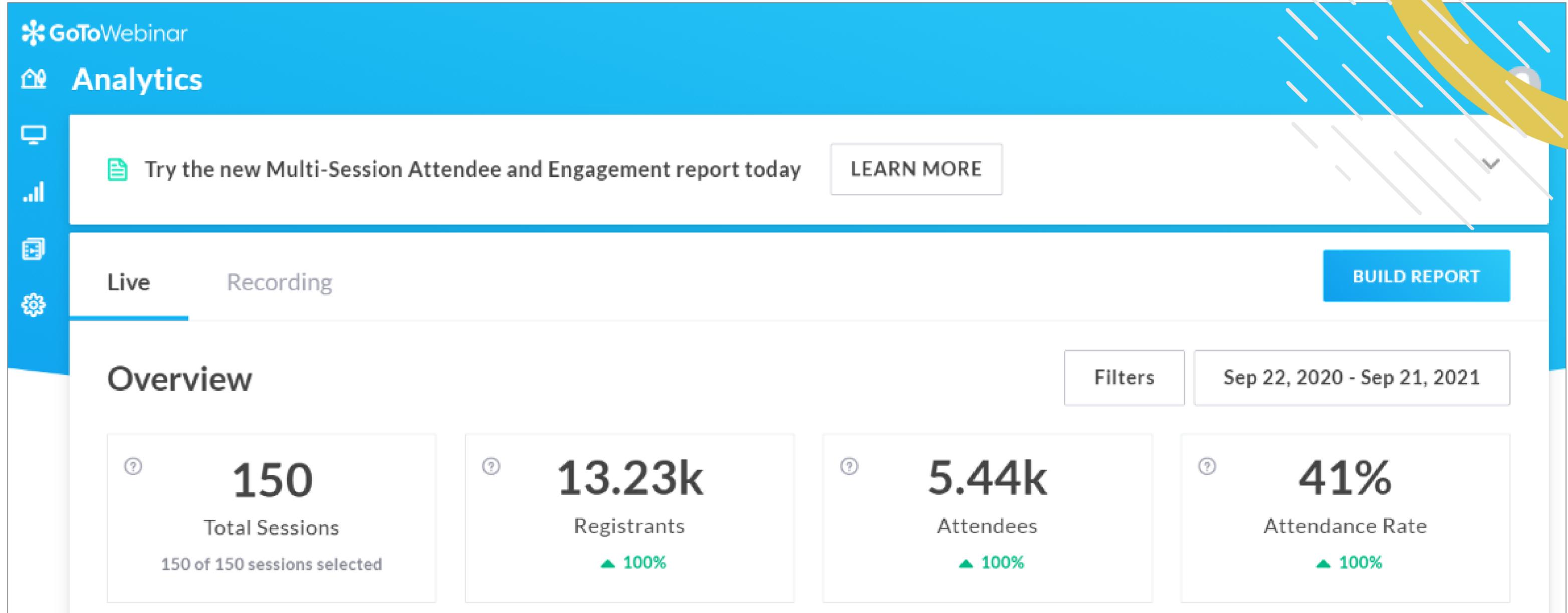
who is the hero of your advert copy?



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150 webinars in the past 365 days



hireful.

A photograph of two women sitting on a light-colored sofa in a meeting room. The woman on the left is wearing a light-colored shirt and is looking towards the woman on the right. The woman on the right is wearing a dark top and is looking down at a document she is holding. There is a small table in front of them with some items on it. The background shows a brick wall and a window. The entire image has a blue tint.

how to improve your internal processes

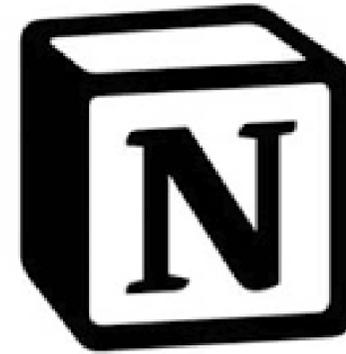
**confirm and
document your
process**



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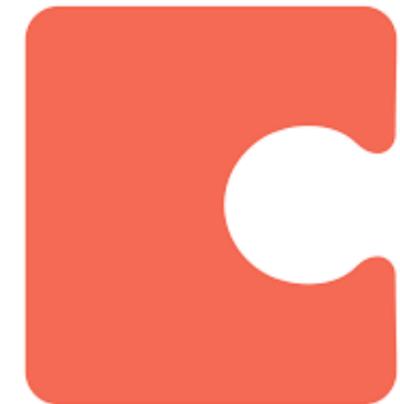
**Document/
process
management
options**



NOTION



ClickUp



coda

continually update your process

LEARNING
NEVER ENDS

hireful

build a process, then build multiple processes
one size rarely fits all scenarios



**hack away at
unnecessary
admin!**

hireful.



**QUIZ: Name
this film**

hireful.



Key Metric: Time to Offer

The screenshot displays the Hireful internal recruitment system interface. At the top, the header includes the Hireful logo, the text "hireful internal", and user information "hello, Adrian McDonagh". A navigation bar contains "make suggestion" and "help" buttons. The main content area shows a candidate profile for Sean Maher, with a status of "rejected (auto-email)". A dropdown menu is open, listing various status options: "applied", "shortlist", "interview", "hire", "reject", "rejected after interview", "withdrew", "offer", and "other". The "offer" option is highlighted with a red border. The candidate's personal information is visible, including "Candidate number: 2008", "Name: Sean Maher", "Email: seanmaher03@gm...", and "Date applied: Tue, 2nd Mar 2021". The right side of the interface shows a CV and application section for Sean Maher, Director at EasyWeb Recruitment / EasyWeb Agency, with a list of services provided: Candidate Attraction, Online Recruitment Advertising, Response Management, Applicant Tracking Software, Online Assessment Tools, and Recruitment Training.

Survey your new hires



A photograph of two women sitting on a light-colored sofa in a cafe or office setting. The woman on the left is wearing a light-colored patterned shirt and is holding a drink. The woman on the right is wearing a dark top and is looking at a document or tablet. A small round table in front of them has a glass, a water bottle, and some papers on it. The background shows a brick wall and a window. The entire image has a blue tint.

post offer

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**QUIZ: Name
this film**

**Answer:
Highlander (1986)**

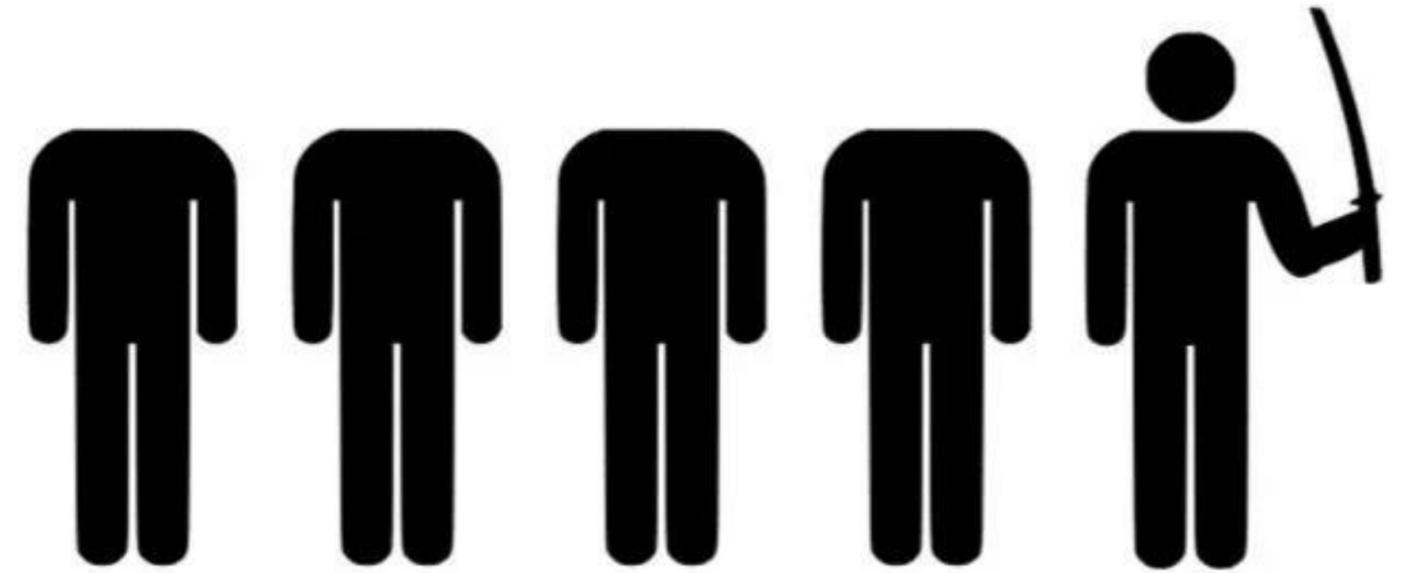
hireful.



**Why mention
Highlander?**

Because....

hireful.



THERE CAN BE ONLY ONE

Flexible communication



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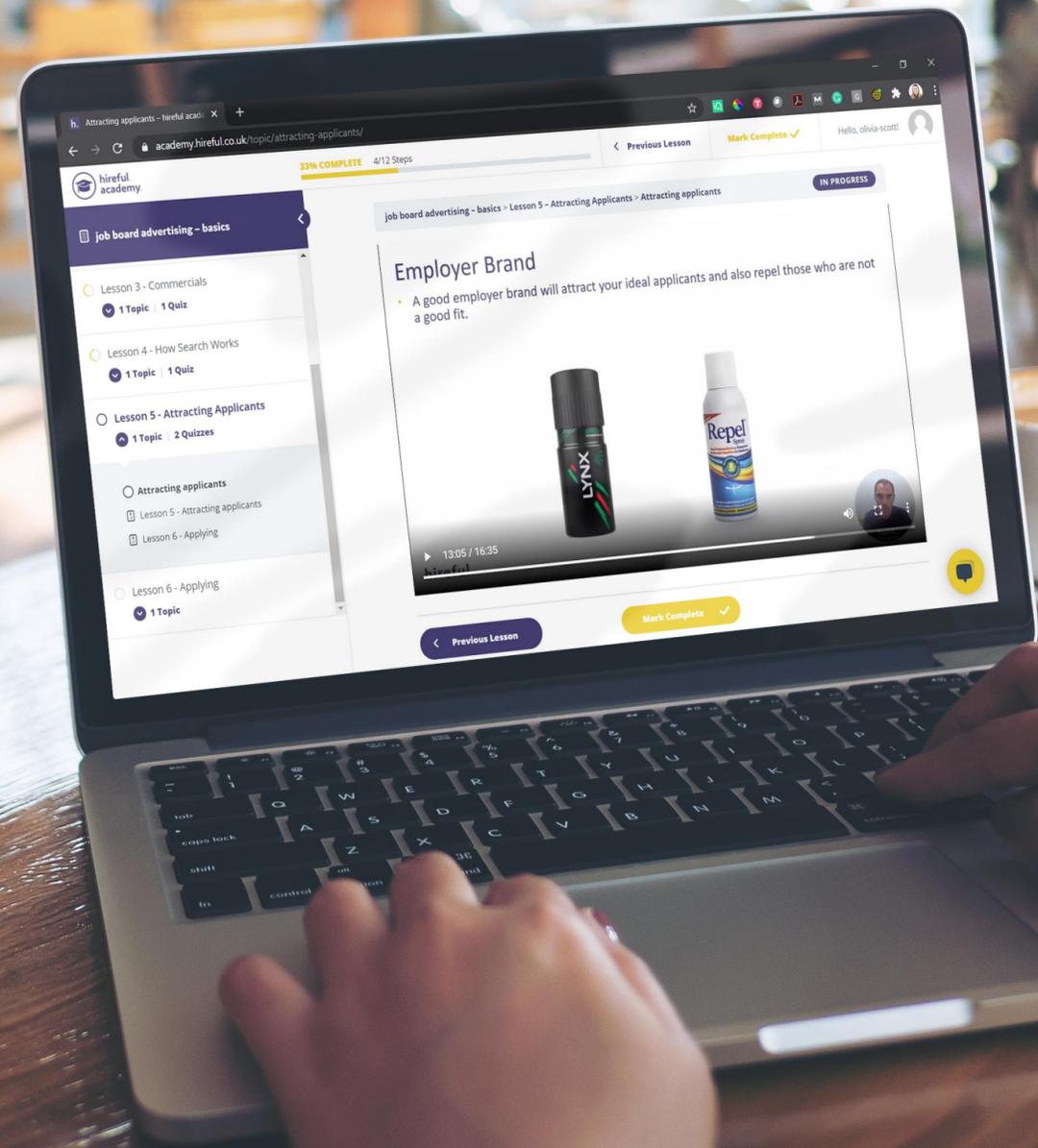


**Schedule
regular
communication
touchpoints**

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**Training does
not have to wait
till day 1**

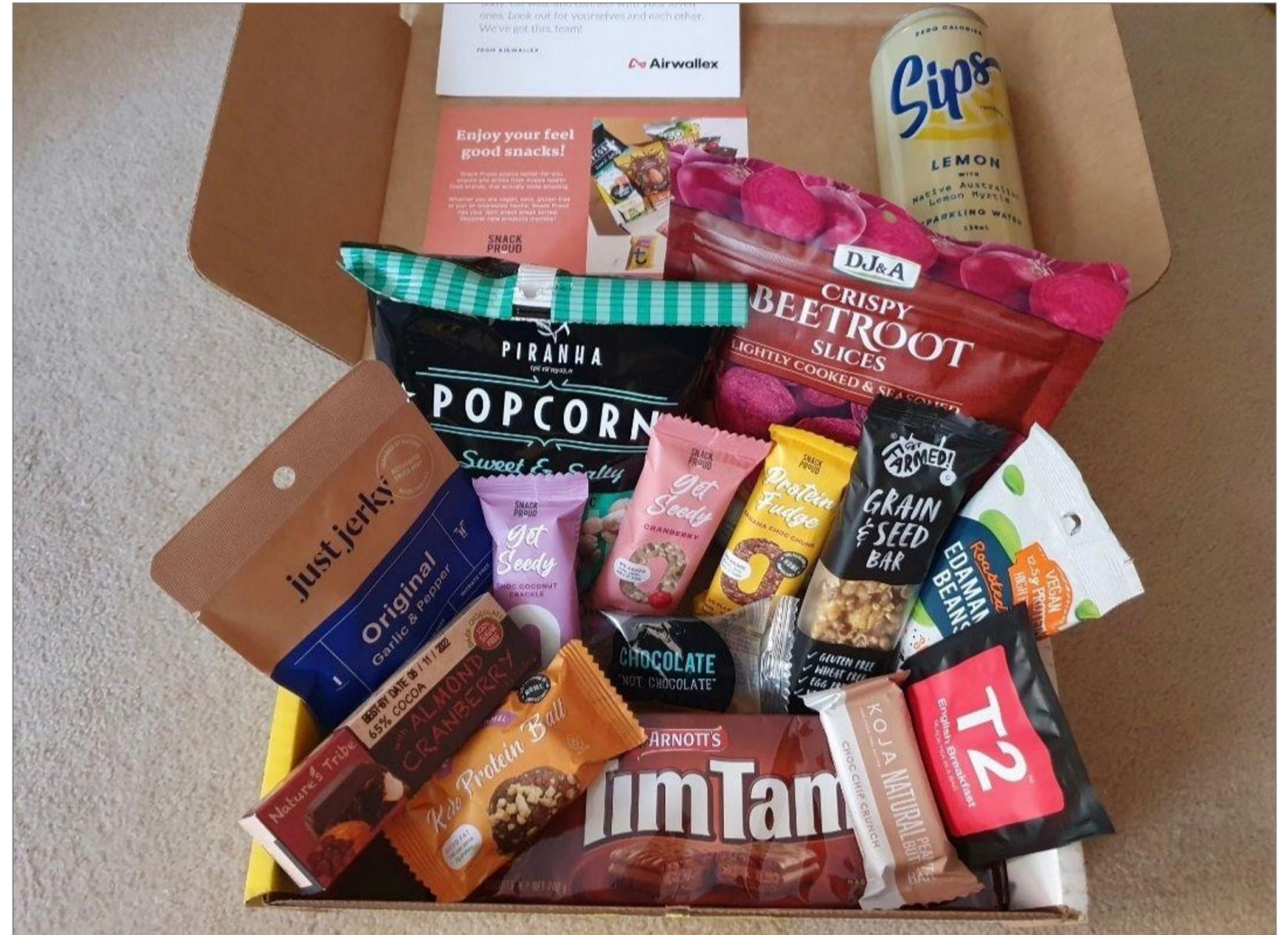


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Plan day 1



Day 1 - Make a fuss



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going digital

hireful.



Move fast.
eSignatures.



CONTRACT

Lorem ipsum dolor sit amet, ullam pertinax mei in. Eu eos habemus conceptam efficiendi. Pri id veniam aliquam. Quo oratio mandamus no. Mea quot voluptatum et, vis quem saperet maiorum an, ut per justo ipsum consul. Quo eu graecis vulputate.

Eam movet nostrud disputationi no, qui mucius lucilius ne. Id pro quod prompta. At nam invidunt appellantur. Per oratio efficiendi te. Mea at oratio hendrerit.

Qui eu dolor vitae maiorum. His debet quidam ex, ea offendit similique mnesarchum per. Cu mea voluptua perpetua. Ea vel dicat ullum populo.

Johnson



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**Move fast.
Say no to snail
mail first
approach.**



hireful.



Tasks 10

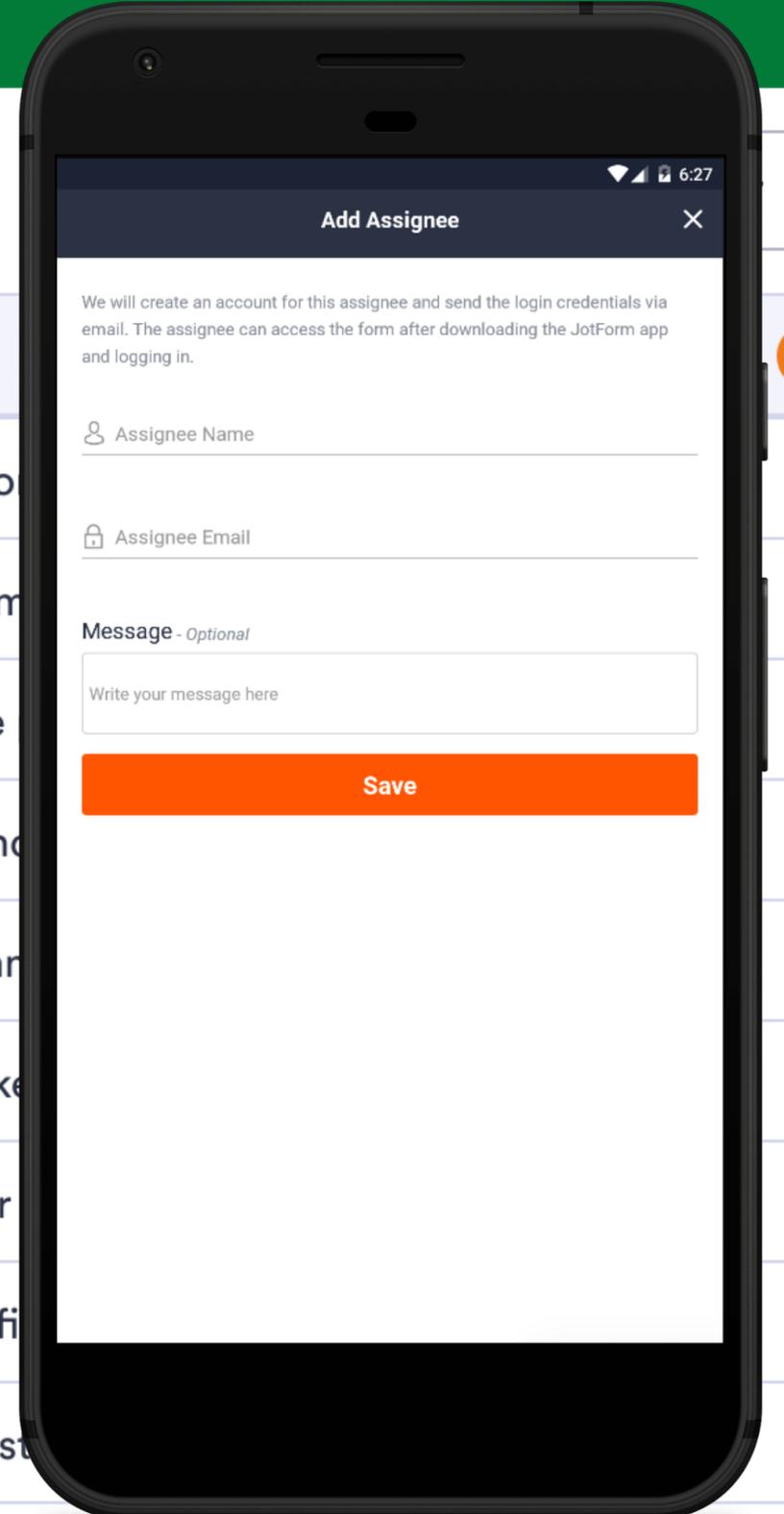
Team Members 8

Resources 12

Jotform – build your own online forms

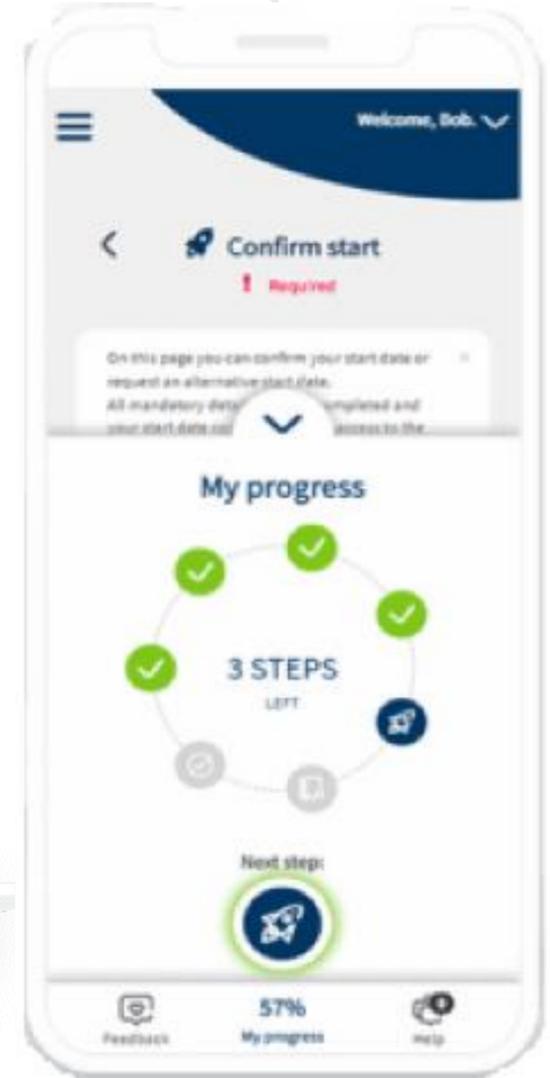
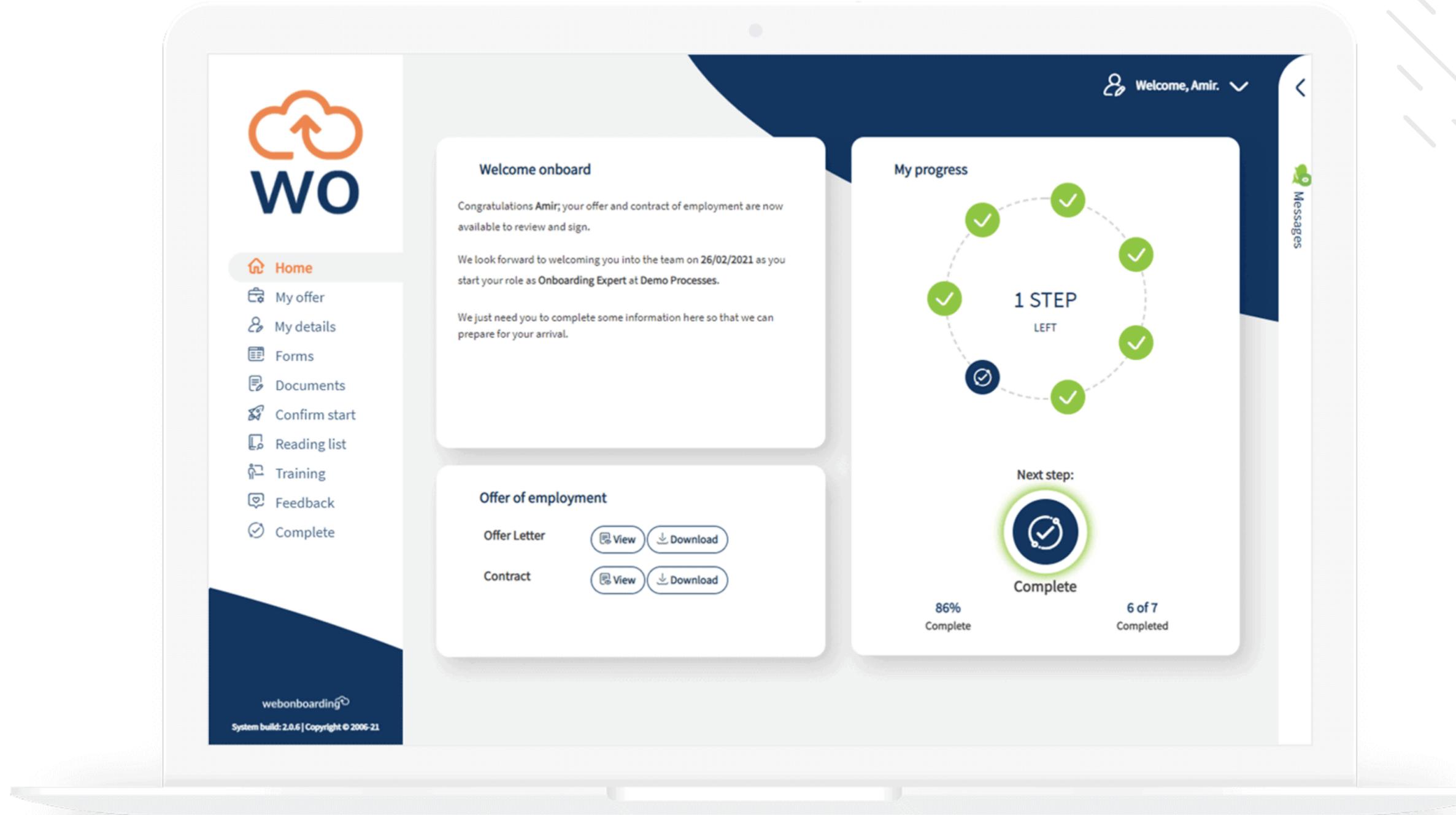
Filter

		Status	Instructions
1	Go through the Company Intr...	Not Started	Arrange a session with your Buddy after co
2	Setup your Company account	Done	Follow the instructions and setup your Com
3	Install relevant software progr...	Done	Make sure you install all required software
4	Introduce yourself to your team	Done	Arrange a 15min session with your team and
5	OKR Discussion	Awaiting Feedback	Arrange a discussion session with your mar
6	Complete the Product Quiz	In Progress	Go through the Product Handbook and take
7	Market Research Presentation	In Progress	Prepare a short presentation regarding our
8	30-day Check In with HR	Not Started	A short session with Alexander after your fi
9	hireful-day Check In with CEO	Not Started	A short session with Jennifer after your first



Dedicated onboarding solution

webonboarding



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Data security / GDPR



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strategies for remote and hybrid employees

A man with a beard and short dark hair, wearing a blue checkered blazer over a white t-shirt, is smiling and shaking hands with another person whose hand is visible in the foreground. They are in an office environment with a wooden desk, a calculator, and a notebook. In the background, there is a metal shelving unit with binders, a small plant, and a white chair. A large yellow and white circular graphic with diagonal lines is on the left side of the image.

Onsite inductions

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**Try and avoid
back to back
meetings**

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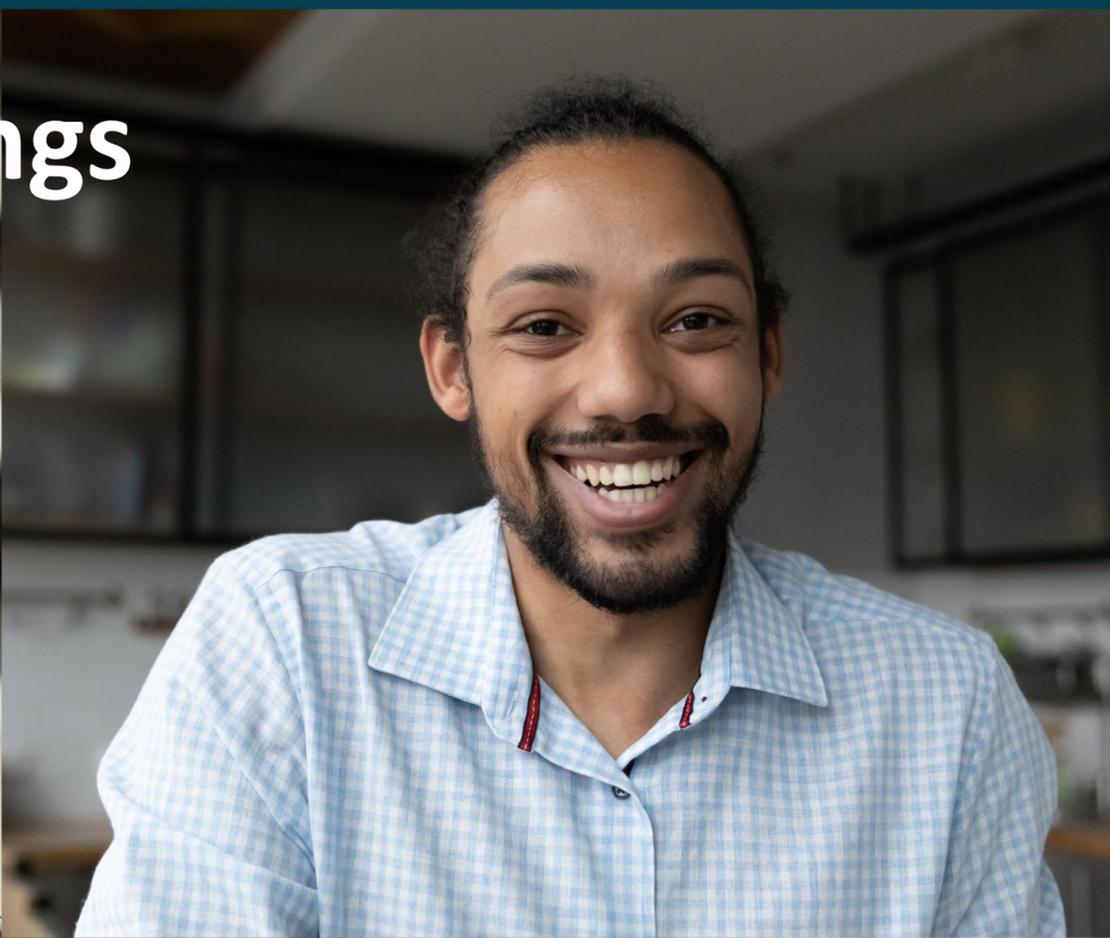


Provide clear instructions on how remote/hybrid works for your organisation

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“Camera on” mornings



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A photograph of two women sitting on a light-colored sofa in a modern living room. They are facing each other, and the woman on the right is looking at some papers on a round coffee table. The room has large windows with blinds in the background. The image is overlaid with a semi-transparent blue filter.

key takeaways

key takeaways

It's vital your onboarding process...

1

...is a robust process that is free from unnecessary admin

2

...is flexible enough to support all relevant roles and types of work (office, remote etc)

3

...is measured for success and constantly improved

SUB1000 by hireful

The UK's only virtual recruitment event bringing together in-house recruiters & HR professionals from organisations with under 1000 staff.

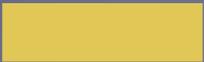
3 days of virtual talks and events providing practical advice on how to recruit faster, better and more efficiently in a post-COVID world.

Tuesday 5th - Thursday 7th October

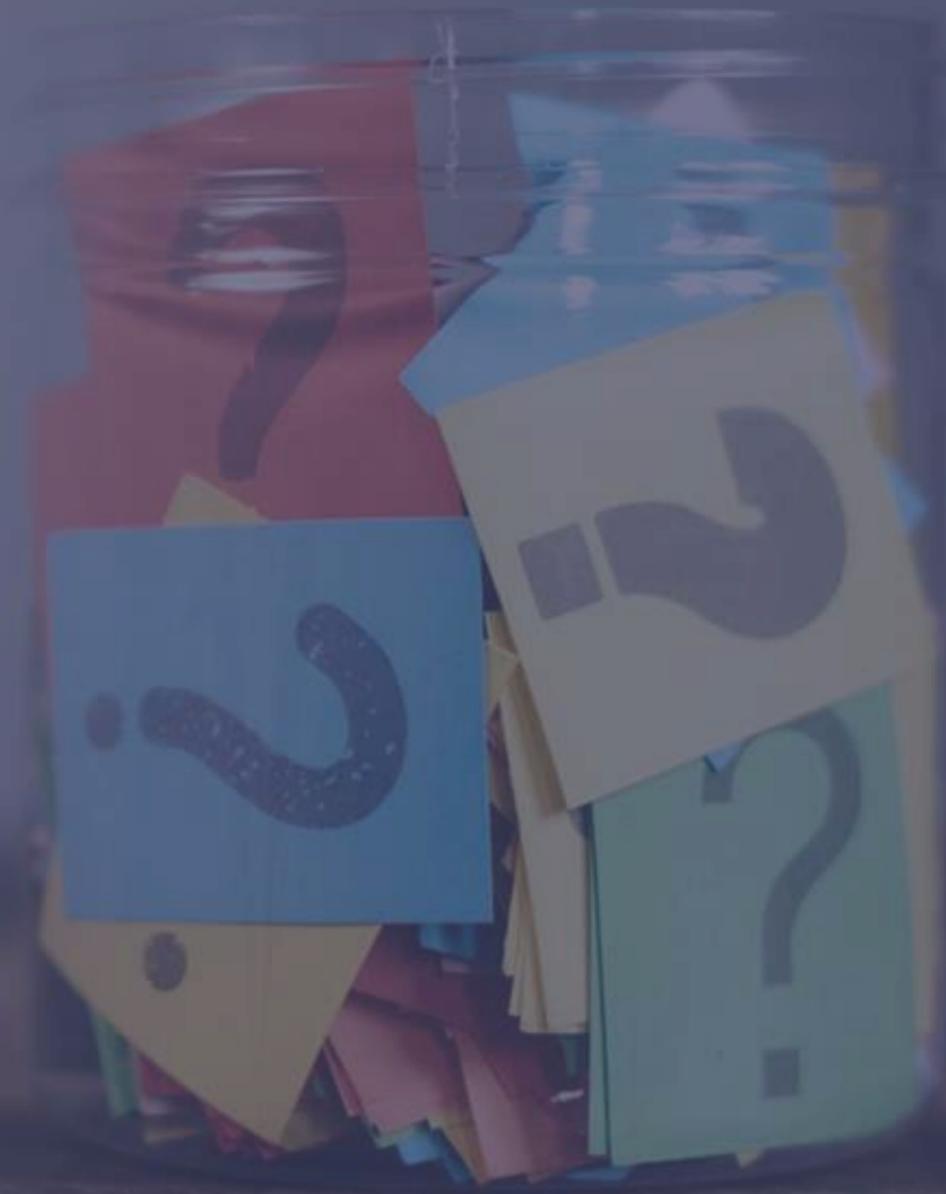
[REGISTER HERE](#)

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Visit: www.sub1000.com



questions



hireful.
we help. you hire.

any follow up questions just reach out...

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adrian@hireful.co.uk

<https://uk.linkedin.com/in/adrianmcdonagh> - *feel free to connect!*

appendix

1. Documentation options

- Coda: www.coda.io
- Notion: www.notion.so
- ClickUp: www.clickup.com
- Monday: www.monday.com

2. Jotform: <https://www.jotform.com/>

3. Webonboarding: <https://webonboarding.com/>

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