



# BASIC Guru – Onboarding

**Once you put in place an Onboarding tool like BASIC Guru, you will immediately be able to quantify savings for your organization including reduction of paper, reduction of labor, and reduced storage costs.**

## **Job Expectations**

Training requirements  
Job descriptions  
Job expectations

## **Learning Curve**

Minimize the downtime when bringing a new employee into the company. Share corporate information in real time to reduce problems which can lead to frustration or premature departure of the new hire.

## **Objectives of Onboarding**

- Individual objectives
- Avoid misunderstandings
- Reduce anxiety
- Share company expectations

## **Policies / Procedures**

Safeguard company information  
Protection of corporate assets  
Health & Safety program  
Drug/alcohol policy  
Complaint resolution  
Affirmative Action Policy  
Overtime Policy  
Retirement savings  
Vacation Policy

## **Administrative Procedures**

Employee Id  
Work hours  
Dress code  
Identify with new company  
Building Evacuation Routes  
Recycling Programs  
Bad weather practices  
E-mail/internet use



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