



Onboarding

Once you put our Onboarding tool in place, you will immediately be able to quantify savings for your organization including reduction of paper, reduction of labor, and reduced storage costs

OBJECTIVES OF ONBOARDING

- Avoid misunderstanding
- Reduce anxiety
- Share company expectations

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.

STORE 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 FORMS

- 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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