

Welcome Your New Hire

Welcoming your new hire to the company, their position, and culture are all an important part of the onboarding process. According to Glassdoor, organizations with a strong onboarding process improve new hire retention by 82% and productivity by over 70%. By engaging your new hire from day one, you will have a reliable and productive employee for many years to come!



Welcome News Item

A welcome news item is a section of announcements that the program administrator has created and added to the home page of the platform.

BENEFITS

The news item introduces the value of the BizLibrary resource. This also provides information that your new hire might need after they have logged into the platform. It can serve as a tutorial to aid in finding content and introduce the system.

HOW TO CREATE A NEWS ITEM

- 1 Select system from the sidebar menu and click news
- 2 Click on new news item on the top right
- 3 Choose the team the item will appear for
- 4 Select the publish date and expiration date
- 5 Enter the news related information—title, summary, and instructions
- 6 Click save

EXAMPLE

Items to consider when creating a news item:

1. Upcoming deadlines
2. New assignment announcement
3. New game or challenge announcement
4. Decide if this message is department or company wide

News

07/10/2020

Welcome to the Woodrow Industries Learning Platform!

Please make sure to review the core values playlist and check out this month's challenge!

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