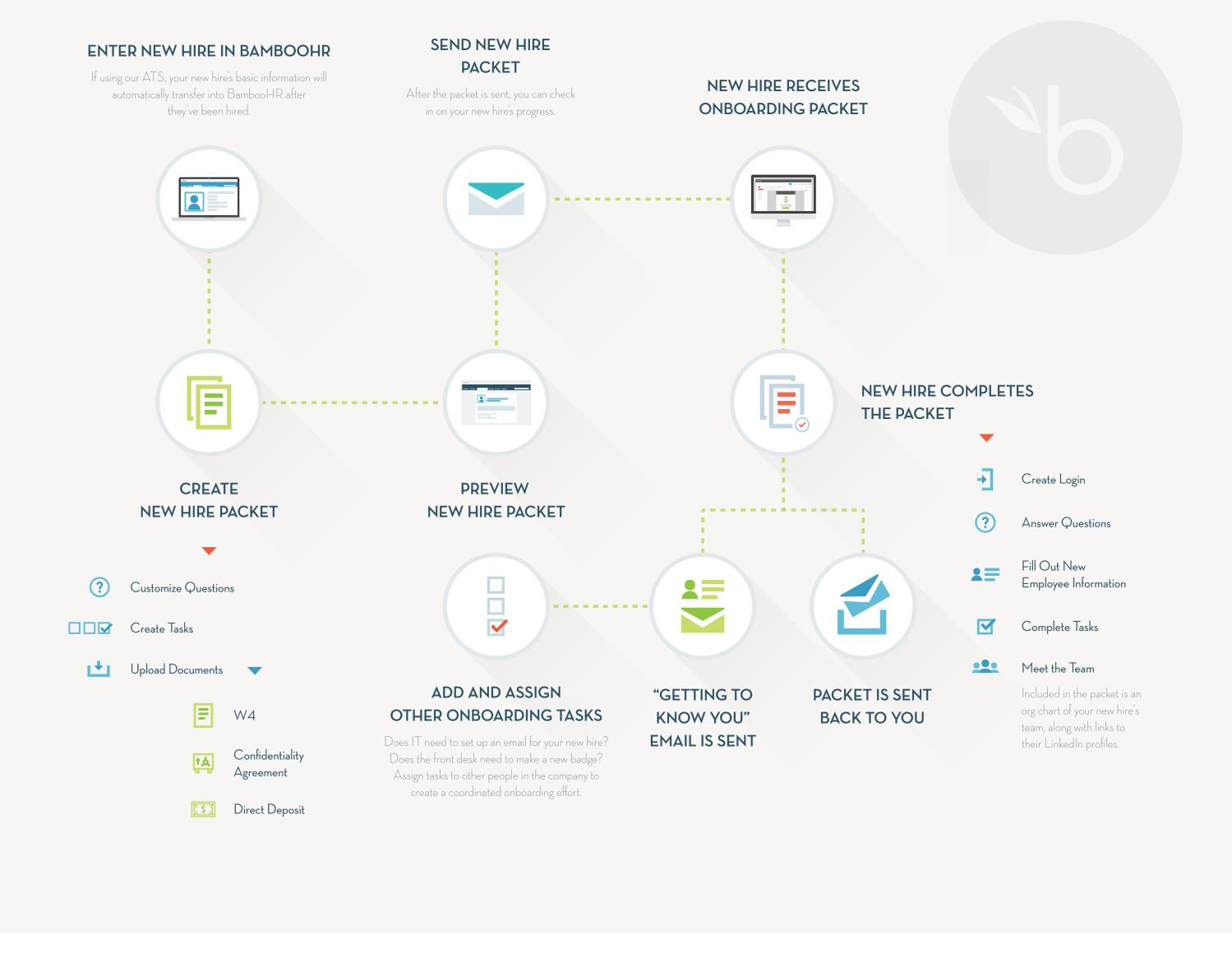
Employee Self-Onboarding More than anyone else in the company, you know the amount of paperwork and manual data

weeks to emerge from the stacks of forms you need to process. 41% OF HR ESTIMATES THAT OVER \$10,000

entry required for each new hire. If you're onboarding batches of new employees, it might take

A YEAR IS WASTED ON INEFFECTIVE ONBOARDING. You know how painful onboarding can be. And while some of those tedious tasks are necessary, employees don't enjoy filling out forms any more than you enjoy processing them. What if you could get the data you

need in a way that saves you time and actually enhances the onboarding experience?



CREATE NEW HIRE PACKET

most—your people. 31% of new hires leave within the first six months. "When surveyed, organizations perceive effective onboarding

000

Mail *

When & Where

* Required

Personal

Wes

Address

Street 2

Sent Mail Drafts (13) Circles

> [Imap]/Drafts **Deleted Messages** Sent Messages

More *

36475 Sugarlane Drive

Birth Date 04/01/1975

BAMBOOHR EMPLOYEE

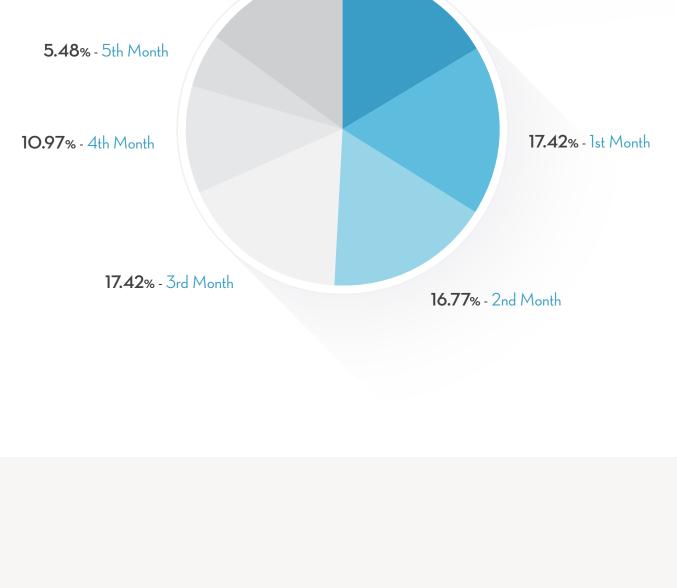
SELF-ONBOARDING

INTRODUCING:

as improving retention rates (52 percent)." —Society for Human Resource Management, Onboarding New Employee: Maximizing Success, 2010

Our self-onboarding lifts you from neverending paper pushing so you have

the bandwidth to provide an onboarding experience focused on what matters



PEOPLE WHO HAVE LEFT A JOB WITHIN:

16.45% - 1st Week

14.48% - 6th Month

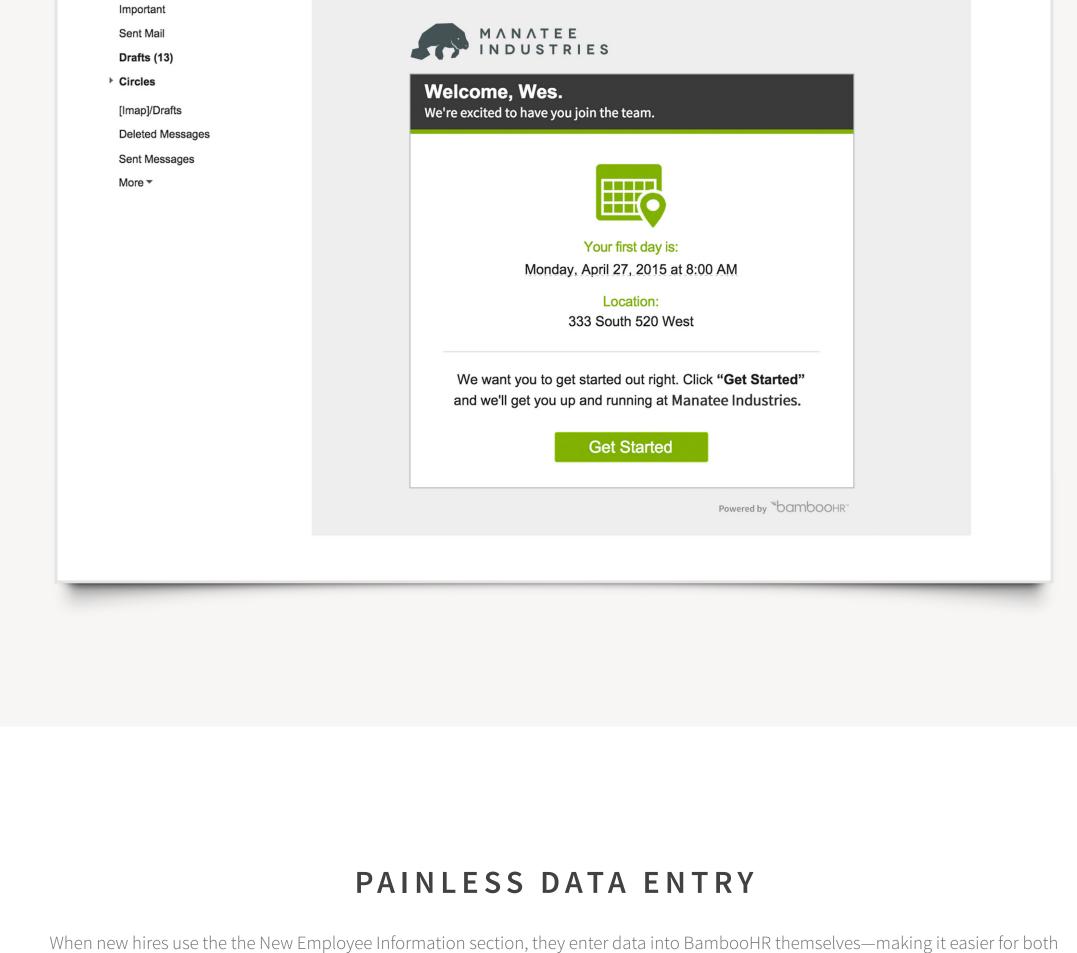


PREPARATION + PREVENTION

Equipping new employees with the information they need for their first day can prevent phone calls like "What legal documents do I

need to bring?" and "I can't remember the suite number!". The When & Where portion of the New Hire Packet does just that.

COMPOSE Welcome to Manatee Industries Inbox 11:07 AM (43 minutes ago) Manatee Industries < notifications@app.bamboohr.com > Starred





Nickname Mantooth

Profile Photo

Let's start with the basics. Please complete the following new employee form and add your profile photo. This will ensure we have the most

you and them. This also reduces error since you won't have to retype their information (or try to decipher hieroglyphic handwriting)!

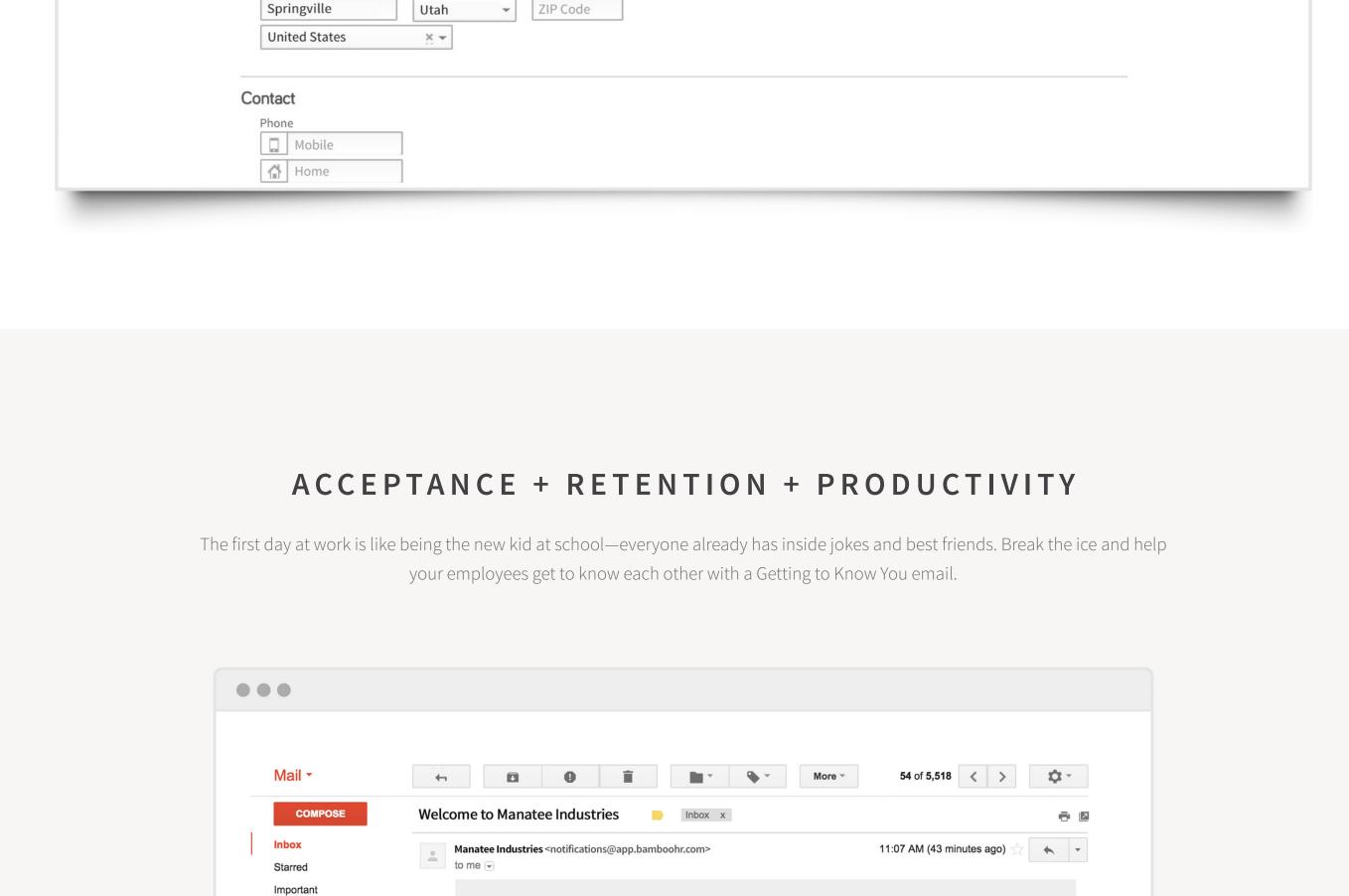
2 New Employee Info

up-to-date information. It will also help us get you up and running quickly with the required paperwork.

New Employee Information

Middle

555-55-5555 Marital Status Gender Male Single × + X =





Get to Know Wes Where is your hometown? I actually grew up in the UK so, although I've been living in the US since I was 10, I consider that my home. What do you do for fun?

say hi and welcome Wes to the team.

Welcome Our Newest Team Member

Wes Mantooth

We are happy to have Wes join us. Wes's first day is today, and we're super excited they're here. Please take the time to

***bamboo**HR**

Hey Team,

Where would your dream vacation be? Anywhere warm and sunny! Egypt has been on my list for awhile! Powered by "bamboohr"

Soccer hiking, travel.

Employee's Withholding Allowance Certificate OMB No. 1545-0074 ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is Department of the Treasury subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. Informal Revenue Service Your first name and middle initial Your social security number Humperdink Greggory

Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)

I agree to the Terms of Service and Consumer Disclosure of this document.

I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

3 Single Married Married, but withhold at higher Single rate. Note. If married, but logally separated, or spouse is a nonresident alien, check the "Single" box.

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶

Cat. No. 10220Q

6 \$

mm/dd/yyyy

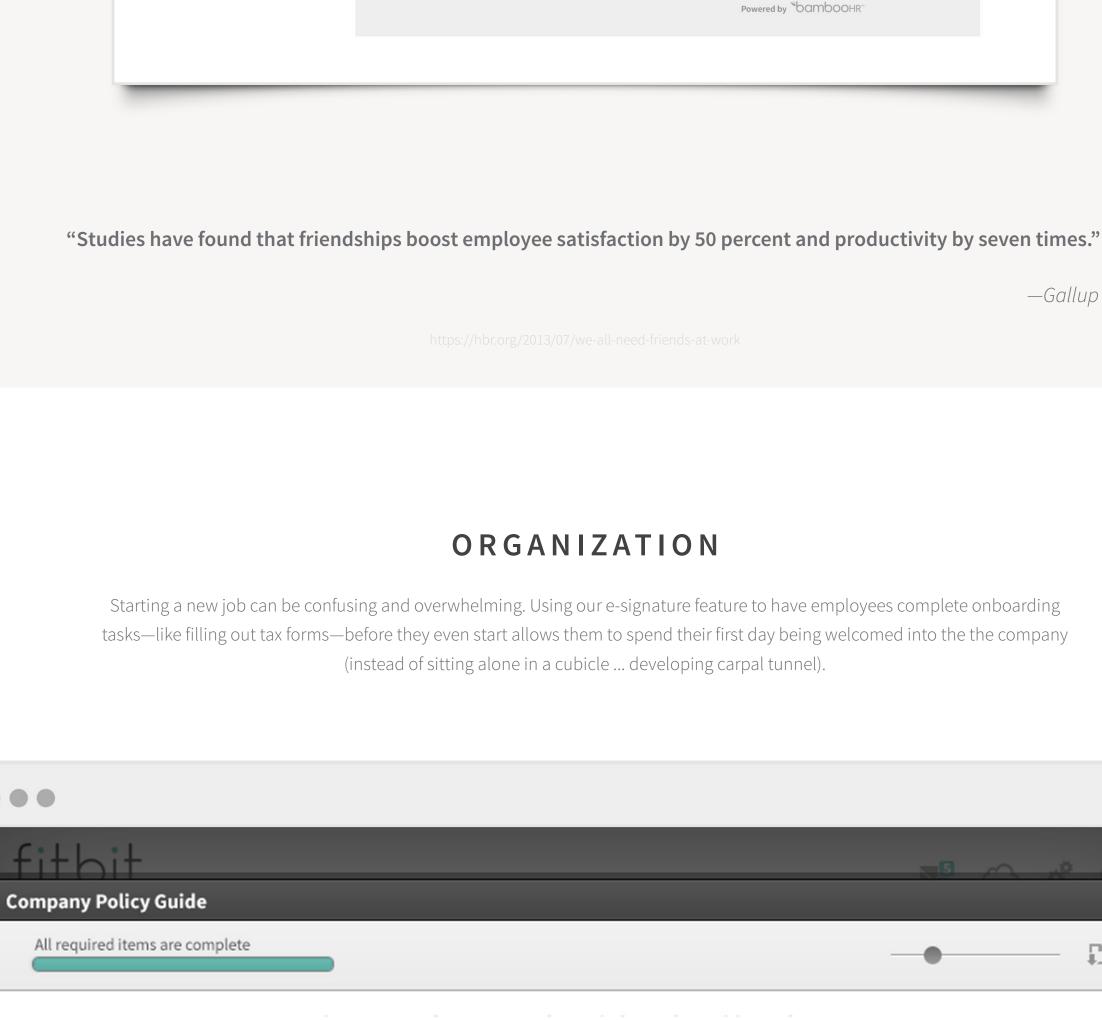
Aug -

2013 -

Sun Mon Tue Wed Thu Fri Sat

11 12 13 14 15 16 17

25 26 27 28 29 30 31





Add all these elements together, and what do you get?

With i's dotted and t's crossed before your new hires even start, they won't have to fend for themselves while you're trapped in your office sorting forms. You'll have time to do the more important things like showing new employees the ropes, teaching them about your

ENOUGH TIME

company's culture and making them feel welcome.

Home address (number and street or rural route)

City or town, state, and ZIP code

(This form is not valid unless you sign it.) ▶

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Employee's signature

Confirm Signature

VALIDATION

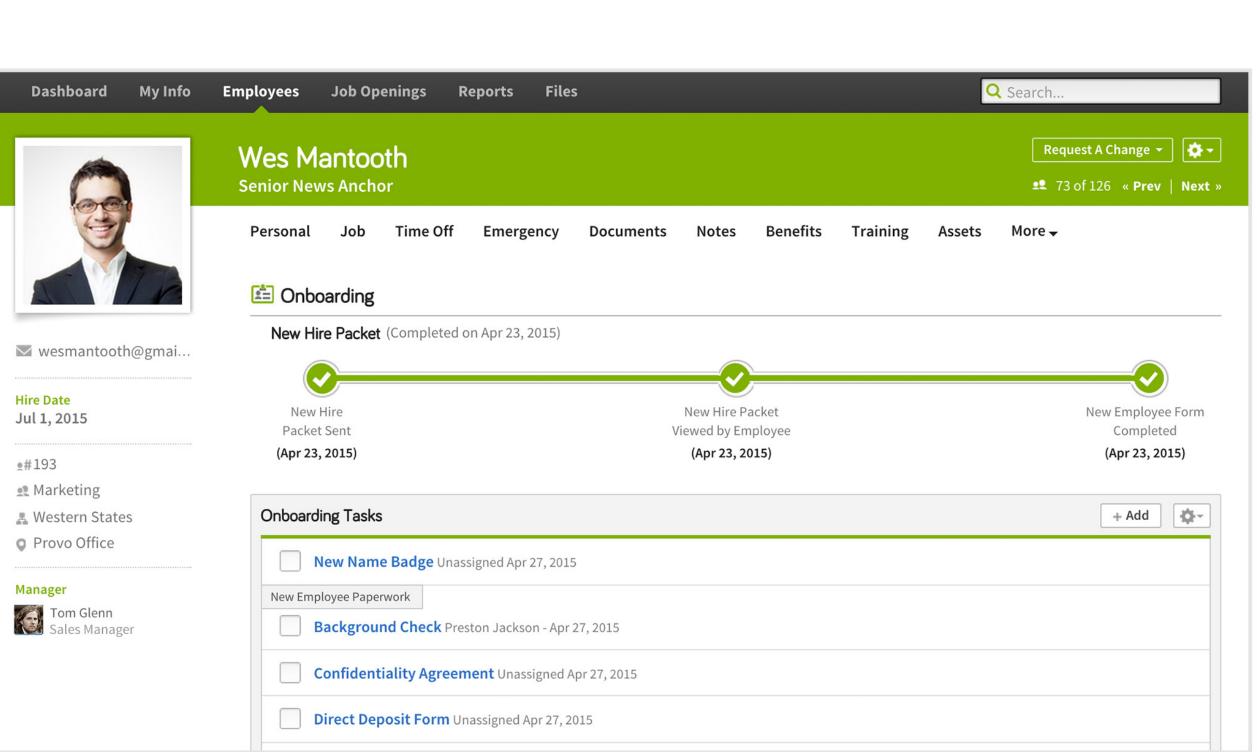
Onboarding is about more than handing out laptops and legal

documents. It's about creating a first impression that validates your

new hire's decision to work for your company—which is important

since 90 percent of organizations believe an employee decides

whether or not to stay within the first 6 months.





PACKET IS SENT BACK TO YOU

bamboohr