

A Manager's Guide to Onboarding New Employees

Target Audience: Managers that have direct reports

Learning Objectives:

1. Distinguish the onboarding responsibilities between Human Resources and managers.
2. Describe the essential aspects of establishing connection.
3. List the steps involved with addressing system and equipment needs.
4. Identify each aspect involved in communicating expectations.
5. Describe the necessary steps in providing job specific training.

Seat Time: 30 minutes

Outline:

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| <ul style="list-style-type: none">• Introduction• Navigation• Consider Your Own Experience• Learning Objectives• Onboarding Basics• Onboarding Responsibilities• Knowledge Check• Onboarding Responsibility: Establishing Connection• Onboarding Responsibility: Addressing System and Equipment Needs | <ul style="list-style-type: none">• Knowledge Check• Onboarding Responsibility: Communicating Expectations• Onboarding Responsibility: Providing Job Specific Training• Next Steps• Summary• Final Assessment• Congratulations |
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Directions for Reviewers:

- Please enable the "Track Changes" feature within the Review menu so that any edits made can be tracked.
- Additionally, please use the Comments feature (select "New Comment") when providing feedback.
- Please review for content accuracy and ensure all relevant information is captured; note any gaps.


Color Palette:



Fonts:

- Roboto Slab (headings, buttons)
- Roboto (body)

Font Colors:

- White font on 
- Black font on all other colors in palette

Avatar:

- 1 avatar to represent **Daniella** (Virtual Human Resources Representative)

Module Resources/References:

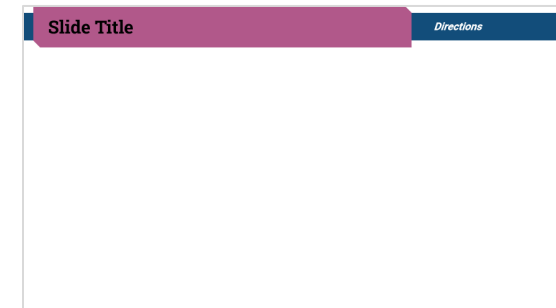
- Job Aid – Onboarding New Employees.pdf (title = Quick Reference Guide – Onboarding New Employees)

Global Comments:

- Use Modern player in Storyline.
- Slides should have a 16:9 ratio with a size of 960x540 pixels.
- Seekbar should be available for learner on all slides and layers that have audio.
- Notes to the developer appear in [brackets] and should **not** appear as text on the slide.
- Slide numbers that include letters (e.g. a, b, c, etc.) represent layers for that slide.
- Buttons should be rectangular with the same color throughout; they should have hover states, be located on the lower right section of the slide; and text should be bolded,
- For knowledge checks and quizzes, answers appearing in bold are correct [please don't actually bold the text in module]; if nothing is bolded, correct answer is indicated in an alternate way in bracket notes to developer].

Custom Slide Designs:

General (border, slide titles, and directions)



Office 1



Office 2



Slide 1.1/ Menu Title: <i>Introduction</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1 modified; move border to be vertically centered, enlarge title shape and offset to right, use large font for course title</p> <p>Navigation button and Start Course button aligned vertically</p>	<p>[Slide Title] A Manager's Guide to Onboarding New Employees</p> <p>[Buttons] Navigation Start Course</p>	<p><i>Welcome to A Manager's Guide to Onboarding New Employees. This course will provide important information for managers and cover the key components of a successful onboarding experience for new employees. Click on the navigation button below to learn how to navigate through this course or click on the start course button to begin.</i></p>	<p>Next button is hidden.</p> <p>Border and title shape fade or fly in when VO starts. Buttons fade in timed with VO reference.</p> <p>Navigation button jumps to Slide 1.2; Start Course button jumps to Slide 1.3.</p>

Slide 1.2/ Menu Title: <i>Navigating Through This Course</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: General</p> <p>Screenshot of the player while on the Navigating Through This Course Slide (the slide actually shown in the screenshot should be Slide Design: Office 1 with a rectangle centered that includes the text "Learn how to navigate through this course.")</p> <p>Rectangles with a thick outline and no fill surround each feature of the player (in the screenshot) reviewed in the narration; rectangles are sized to fit each feature.</p> <p>Block arrow pointing in the direction of the next button in the actual player (not the screenshot).</p>	<p>[Slide Title] Navigating Through This Course</p>	<p><i>Let's take a minute to learn how to navigate through this course. On the left is the menu, which shows the topics covered in this course. The title highlighted on the menu indicates the slide you are currently on. At the bottom and to the right of the menu, you will see the play or pause button. Next to that is the seekbar which shows your progress through a particular slide. You can drag the seekbar to go forward or backward within the timeline on a slide. You can also use the restart button to go back to the beginning of the slide. Click on volume control to adjust the volume. Select the accessibility controls to personalize your learning experience. The previous and next buttons will allow you to go backwards or forwards in the course. Additionally, there is a resources button at the top right of the player. The resources section contains a job aid summarizing the key onboarding steps</i></p>	<p>Next button is hidden until block arrow enters slide.</p> <p>Rectangles fade in timed with VO reference.</p> <p>Block arrow enters and grows timed with VO reference.</p>

		that you'll learn about in this course. Now select the next button below to continue.	
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Slide 1.3/ Menu Title: <i>Consider Your Own Experience</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1</p> <p>Avatar of Daniella facing learner and waving, positioned on far left of slide. After second sentence concludes, Daniella avatar changes to a positive/talking pose and to the right of her there is a semi-transparent rectangle with text.</p>	<p>[Slide Title] Consider Your Own Experiences</p> <p>[Directons]</p> <p>Click the reflect button</p> <p>[Text in Rectangle]</p> <ul style="list-style-type: none"> Remember when you were a new employee Consider positive aspects of your experience Consider negative aspects of your experience <p>[Buttons]</p> <p>Reflect</p>	<p><i>Hello, I'm Daniella, your virtual Human Resources representative. I'll be helping to guide you through this course. To begin, take a moment to think about your own experience when you were a new employee. Was there anything that made your experience positive and helped you to do your job better? Was there anything negative or something that you would have changed about your experience? When you are ready, click the reflect button below to continue.</i></p>	<p>Next button is hidden until timeline ends on 1.3b.</p> <p>Bulleted text fades in as each line is referenced by the VO.</p> <p>Directions and button fade in together timed with VO reference.</p> <p>Reflect button jumps to 1.3a.</p>

Slide 1.3a/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Daniella avatar shows through from base layer.</p> <p>There are two questions on the screen and two text entry fields. To the right</p>	<p>[Slide Title shows through from base layer]</p> <p>[Directions] Select the submit button when you are done</p>	<p><i>Type your answers into the corresponding text boxes below. Select the submit button when you are done.</i></p>	<p>Directions and button fade in together timed with VO reference.</p> <p>Submit button jumps to 1.3b.</p>

<p>of Daniella is a wide rectangle with text that asks the first question; immediately below that (with no space in between, to appear as part of it) is another rectangle of the same shape and size with a text entry field. Repeat this for the second question, which should appear further below.</p>	<p>[Question 1 text] What was helpful to you as a new employee or made your experience positive?</p> <p>[Question 2 text] What was something that was negative or that you would have liked to change about your experience?</p> <p>[Buttons] Submit</p>		
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Slide 1.3b/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Daniella avatar appears in the center of the screen holding a horizontal sign with individual color block letters of: T, H, A, N, and K on the first line and Y, O, U on the second line (rotate through different colors in the palette for the letters).</p>	<p>[Slide Title shows through from base layer]</p> <p>[Directions] Select the next button to continue</p>	<p><i>Thank you for taking the time to reflect on your own experience. You are encouraged to keep your experiences in mind as you progress through this course. Select the next button from the navigation menu to continue.</i></p>	<p>When the VO begins, each individual color block letter fades in, one after the other.</p> <p>Directions fade in timed with VO reference.</p>

Slide 1.4/ Menu Title: <i>Learning Objectives</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1</p> <p>Avatar of Daniella is the same positive/talking pose from the base</p>	<p>[Slide Title] Learning Objectives</p> <ul style="list-style-type: none"> Distinguish the onboarding responsibilities 	<p><i>Let's take a moment to review the learning objectives for this course. [1] After completing A Manager's Guide to Onboarding New Employees, you will be able to: distinguish the onboarding responsibilities between Human Resources</i></p>	<p>Next button is hidden. Slide advances to 1.5 when timeline ends.</p>

<p>layer of Slide 1.3 and is in the same location.</p> <p>After the first sentence of narration completes, Daniella is replaced by a diagonal corner rectangle (like the one used in the border) that fills most of the screen and is semi-transparent. The learning objectives are listed within the rectangle and instead of traditional bullet points each learning objective is preceded by a checkmark inside of a square icon.</p>	<p>between Human Resources and managers.</p> <ul style="list-style-type: none"> • Describe the essential aspects of establishing connection. • List the steps involved with addressing system and equipment needs. • Identify each aspect involved in communicating expectations. • Describe the necessary steps in providing job specific training. 	<p><i>and managers, describe the essential aspects of establishing connection, list the steps involved with addressing system and equipment needs, identify each aspect involved in communicating expectations, and describe the necessary steps in providing job specific training.</i></p>	<p>[1] Diagonal corner rectangle floats up onto the screen after first sentence in VO ends.</p> <p>Each learning objective and corresponding icon floats up together timed with the VO reference.</p>
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Slide 1.5/ Menu Title: <i>Onboarding Basics</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1</p> <p>Avatar of Daniella is the same positive/talking pose from the previous slide and is in the same location.</p> <p>Right before “What is onboarding?” is asked, Daniella avatar changes pose to gesture to the right of the slide. To the right of Daniella, there is a short semi-transparent rectangle with two questions. That rectangle is then replaced by a large semi-transparent</p>	<p>[Slide Title] Onboarding Basics</p> <p>[Directions] Click on each of the boxes then click next</p> <p>[Short semi-transparent rectangle]</p> <ul style="list-style-type: none"> • What is onboarding? • Why is training needed? 	<p><i>Let’s begin by going over some onboarding basics. We’ll discuss the following questions: What is onboarding? And why is training needed? [1] Onboarding is the process of integrating a new employee into an organization. A good onboarding process provides key information and context for the employee in areas such as their role within the company, the company culture, essential systems, standard processes, and important policies.</i></p> <p><i>A successful onboarding program can have a significant impact on retention [2] and employee satisfaction. [3] Click on each of</i></p>	<p>Next button is hidden until all rectangles have been selected.</p> <p>Bulleted text fades in as each line is referenced by the VO. [1] It then fades out and the Onboarding rectangle with text and image fade in. Within the rectangle the text appears first, followed immediately by the image.</p> <p>[2] Rectangle with text and image fades out. [3] Directions fade in and the four diagonal</p>

<p>rectangle with a header and text aligned at the top; under the text is a picture of employees meeting around a conference table.</p> <p>Avatar remains and four diagonal corner rectangles take the place of the onboarding text/image. Rectangles are set up in a square formation.</p> <p>Diagonal corner rectangles have hover and selected states. The selected states include a green checkmark icon.</p>	<p>[Large semi-transparent rectangle]</p> <p>Onboarding The process of integrating a new employee into an organization.</p> <p>[Labels for diagonal corner rectangles]</p> <p>EMPLOYEE RETENTION</p> <p>PROFICIENCY</p> <p>PERFORMANCE GOALS</p> <p>REVENUE</p>	<p><i>the boxes to reveal an onboarding statistic. When you are done, click the next button to continue.</i></p>	<p>corner rectangles fade in one by one on the screen. This is a click to reveal interaction; clicking is restricted until timeline ends.</p>
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Slide 1.5a/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[EMPLOYEE RETENTION layer]</p> <p>Avatar, four diagonal corner rectangles, and directions show through from base layer.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Text for Employee Retention rectangle]</p> <p><i>A strategic and well-executed employee onboarding program can improve employee retention by 82%.</i></p> <p>- Brandon Hall Group</p>	<p><i>The significance of a positive and organized onboarding experience can be profound when it comes to employee retention.</i></p>	

Slide 1.5b/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[PROFICIENCY layer]</p> <p>Same visuals as 1.5a</p>	<p>[Slide Title shows through from base layer]</p> <p>[Text for Proficiency rectangle]</p> <p><i>A year long onboarding program can help employees become fully proficient 34 times faster.</i></p> <p>- Atrivity</p>	<p><i>An extended onboarding program can give new hires valuable experience that will allow them to further their skill set and increase productivity quicker.</i></p>	

Slide 1.5c/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[PERFORMANCE GOALS layer]</p> <p>Same visuals as 1.5a</p>	<p>[Slide Title shows through from base layer]</p> <p>[Text for Performance Goals rectangle]</p> <p><i>Over 75% of employees who went through a formalized onboarding process met their first performance goals.</i></p> <p>-eLearning Industry</p>	<p><i>New employees that go through a formalized onboarding process are more prepared to meet initial performance targets and goals.</i></p>	

Slide 1.5d/ Menu Title:			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[REVENUE layer]</p> <p>Same visuals as 1.5a</p>	<p>[Slide Title shows through from base layer]</p>	<p><i>Employees that are engaged, knowledgeable, and motivated to work can positively impact a business's bottom line.</i></p>	

	<p>[Text for Revenue rectangle] <i>Businesses using an organized onboarding process may see up to a 60% increase in annual revenue.</i></p> <p>- Northpass</p>		
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Slide 1.6/ Menu Title: <i>Onboarding Responsibilities</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: General</p> <p>Daniella avatar appears in same pose as prior slide but is now on the far right side of the screen.</p> <p>Two chevrons tabs, each in a different color are next to each other horizontally and aligned under the title; each is a different color. Avatar changes pose to facing to the left of the screen and gesturing to the up/left when Human Resources chevron enters the screen.</p>	<p>[Slide Title] Onboarding Responsibilities</p> <p>[Directions] <i>Click on the Human Resources tab</i></p> <p>[Chevron labels] Human Resources Manager</p>	<p><i>When it comes to onboarding new employees, there are some components that will be handled by Human Resources, while others will be the responsibility of the manager. Click on the Human Resources tab to learn more about their specific responsibilities.</i></p>	<p>Next button is hidden.</p> <p>Chevron tabs fly in from left and directions fade in, all timed with VO reference.</p> <p>Clicking on chevron is restricted until timeline ends.</p> <p>Jump to 1.6a when learner clicks on Human Resources tab.</p>

Slide 1.6a/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer objects are hidden, except for slide title.</p> <p>The Human Resources chevron is recreated on this layer (instead of</p>	<p>[Slide Title shows through from base layer]</p> <p>[Directions] Click on the Manager tab</p>	<p><i>Human Resources will engage in initial communications with the employee, beginning with the job offer and continuing through the employee's first day of work. They are also responsible for creating the</i></p>	<p>Next button remains hidden.</p> <p>Human Resources chevron flies in from left when timeline starts.</p>

<p>showing through from base) and is in the same position as 1.6. The chevron has a diagonal corner rectangle placed behind it that fills most of the screen; the rectangle has no fill only an outline that matches the color of the chevron. Within the rectangle, bulleted text is aligned on the left side under the Human Resources chevron and Daniella avatar is on the far right in a talking pose facing learner but gesturing to the left.</p> <p>Manager chevron is recreated on this layer.</p>	<p>[Rectangle text]</p> <ul style="list-style-type: none"> • Sending initial communications • Creating the employee's record • Managing standard company wide processes • Facilitating benefits enrollment • Addressing initial annual compliance training 	<p><i>employee's record in the company system and managing standard company wide processes like setting the employee up in the payroll system. Human Resources will also assist the new employee with the benefits enrollment process and will ensure that they complete the initial required training modules for annual compliance. Click on the Manager tab to continue.</i></p>	<p>Bullet text fades in one by one timed with VO reference.</p> <p>Manager tab flies in from left and directions fade in, both timed with VO reference.</p> <p>Jump to 1.6b when learner clicks on Manager tab.</p>
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Slide 1.6b/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Base layer objects are hidden, except for slide title.</p> <p>The Manager chevron is recreated on this layer (instead of showing through from base) and is placed in the same position as 1.6. The chevron has a diagonal corner rectangle placed behind it that fills most of the screen; the rectangle has no fill only an outline that matches the color of the chevron. Within the rectangle, Daniella avatar is on the far left in a talking pose facing learner but gesturing to the right; bulleted text is aligned under the Manager chevron.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle text]</p> <ul style="list-style-type: none"> • Engaging in ongoing communications • Establishing connect • Addressing system and equipment needs • Communicating expectations • Providing job specific training 	<p><i>Alternately, the manager's responsibilities will be to engage in ongoing communications with the new employee, from the time they have officially accepted the job offer and continuing throughout the entire onboarding process. The manager is responsible for four key components of the onboarding process: establishing connection, addressing system and equipment needs, communicating expectations, and providing job specific training. We'll learn more about each of those components in this course.</i></p>	<p>Next button will be displayed when timeline ends on this layer.</p> <p>Manager chevron flies in from left when timeline starts. Bullet text fades in one by one timed with VO reference.</p>

Slide 1.7/ Menu Title: <i>Knowledge Check</i>			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: General – modified with a solid background from color palette</p> <p>Instructions for the knowledge check are below the title.</p> <p>Custom drag and drop interaction – Two solid filled squares of the same color spaced out horizontally from each other take up the bottom two-thirds of the slide. Within each square there is a header at the top and a large picture below. Pictures are close ups of work desks with some standard items like equipment on them; use a different picture for each square.</p> <p>Solid filled diagonal corner rectangle with text of task should be aligned above the manager square (will appear one at a time). These will be presented one at a time to the learner.</p>	<p>[Slide Title] Knowledge Check</p> <p>[Instructions] <i>Drag each task to the desk of the entity responsible for that onboarding component.</i></p> <p>[Square labels] Human Resources Manager</p> <p>[Human Resources Drop Box – correct tasks] Managing standard company wide processes Facilitating benefits enrollment Sending initial communications Creating the employee record Addressing initial annual compliance training</p> <p>[Manager Drop Box – correct tasks] Addressing system and equipment needs</p>	<p><i>Let's pause for a moment to check your understanding of who is responsible for different onboarding tasks. As each task appears on the screen, determine who is responsible for that specific onboarding component and then drag it to the desk of either Human Resources or the Manager. Once you have placed all responsibilities on the desks, select the submit button to continue and reveal your score.</i></p>	<p>The two squares with text and image fade in when the timeline starts.</p> <p>Instructions fade in timed with the VO reference.</p> <p>The first drag and drop task appears as the timeline is ending.</p> <p>Drag and drop tasks are revealed one at a time, returned to start point if dropped outside any drop target, and are snapped to center when dropped on target. The tasks should be presented in a random order.</p> <p>Two attempts given for knowledge check.</p> <p>Each drag item placed in the correct drop box will be worth 1 point. If learner scores less than 8 - on first attempt, jump to 1.7c; on second attempt, jump to 1.7b. If learner scores 8 or more, jump to 1.7a.</p>

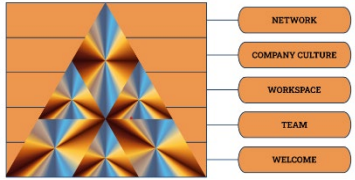
	<p>Communicating expectations</p> <p>Establishing connection</p> <p>Engaging in ongoing communications</p> <p>Providing job specific training</p>		
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Slide 1.7a/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Correct]</p> <p>Items from base layer are hidden. A large solid fill rectangle is centered on the slide. Within the rectangle, in the upper left corner there is a green icon representing correct (e.g. a checkmark); all text is to the right of that; there is a large header and under that is the learner’s score; under that is summary text.</p> <p>In the bottom right of the rectangle is a button.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>GREAT JOB!</p> <p>[Learner’s score]</p> <p>You got [X]/10 correct.</p> <p>[Summary text]</p> <ul style="list-style-type: none"> • Engage in ongoing communications • Establish connection • Address system and equipment needs • Communicate expectations • Provide job specific training <p>[Buttons]</p> <p>Continue</p>	<p><i>Great job! You correctly matched eight or more of the onboarding tasks with the entity responsible for overseeing them. As a reminder, while Human Resources plays an important role in the initial stages of onboarding a new employee, it is the manager’s responsibility to engage in ongoing communications, establish connection, address system and equipment needs, communicate expectations, and provide job specific training. We already discussed how communication with the new employee should begin from the time they have officially accepted the job offer and continue throughout the entire onboarding process. Now, let’s learn more about each of the other key onboarding processes listed. Select the continue button to advance to the next slide.</i></p>	<p>Summary bullets fly in from bottom one by one and continue button fades in; all time with VO reference.</p> <p>Continue button jumps to 1.8.</p>

Slide 1.7b/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Incorrect]</p> <p>Same visuals as 1.7a except icon should be red and represent incorrect (e.g. an X).</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>SORRY, THAT'S INCORRECT.</p> <p>[Learner's score]</p> <p>You got [X]/10 correct.</p> <p>[Summary text is same as 1.7a]</p> <p>[Buttons]</p> <p>Continue</p>	<p><i>Sorry, but that's not right. You correctly matched less than eight of the onboarding tasks with the entity responsible for overseeing them. As a reminder, while Human Resources plays an important role in the initial stages of onboarding a new employee, it is the manager's responsibility to engage in ongoing communications, establish connection, address system and equipment needs, communicate expectations, and provide job specific training. We already discussed how communication with the new employee should begin from the time they have officially accepted the job offer and continue throughout the entire onboarding process. Now, let's learn more about each of the other key onboarding processes listed. Select the continue button to advance to the next slide.</i></p>	<p>Summary bullets fly in from bottom one by one and continue button fades in; all time with VO reference.</p> <p>Continue button jumps to 1.8.</p>

Slide 1.7c/ Menu Title:			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Try Again]</p> <p>Same visuals as 1.7a except icon should be yellow and represent try again (e.g. a semi-circle back) and in place of a summary there is a hint.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>NOT QUITE. TRY AGAIN!</p> <p>[Learner's score]</p> <p>You got [X]/10 correct.</p> <p>[Hint text]</p>	<p><i>That's not quite right. You correctly matched less than eight of the onboarding tasks with the entity responsible for overseeing them. Let's see if you can improve your score. Remember that Human Resources has five distinct responsibilities in the onboarding process, and the Manager has a different set of five key responsibilities. Select the try again button to retake the knowledge check activity.</i></p>	<p>Hint bullets fly in from bottom one by one and try again button fades in; all time with VO reference.</p>

	<p>HINT</p> <ul style="list-style-type: none"> • Human Resources has five responsibilities • Manager has five responsibilities <p>[Buttons] Try Again</p>		
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Slide 1.8/ Menu Title: <i>Establishing Connection</i>			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>On left half of screen is an image of a pyramid that incorporates the colors in palette.</p> <p>Behind the pyramid are five solid fill rectangles (width of pyramid) stacked vertically to represent five layers of the pyramid. Rectangles have a contrasting color outline. Each rectangle has a line connecting it to a rounded button on the right side of the slide. Buttons have same color and outline as rectangle. (see sample below)</p>  <p>Buttons are part of a button set and have hover, visited, and selected states.</p>	<p>[Slide Title] Establishing Connection</p> <p>[Directions] Click on each button, then click next to continue</p> <p>[Buttons – top to bottom]</p> <p>NETWORK [1]</p> <p>COMPANY CULTURE [2]</p> <p>WORKSPACE [3]</p> <p>TEAM [4]</p> <p>WELCOME [5]</p>	<p><i>The first essential component of onboarding is establishing connection which covers five aspects: welcome, team, workspace, company culture, and network. Each of these aspects are important in creating a positive foundation for your employee as they begin their new role. The experience a new employee has in their first week or two on the job can set the tone for the future. As a manager, you should strive to create a positive experience that reinforces the employee’s belief that they made a good choice in taking the position. Let’s review each of the aspects of establishing connection in more detail now. Click on each button to learn more. Once you’ve selected all of the buttons, click next to continue.</i></p>	<p>Next button is hidden when timeline starts, it returns to normal when layers a – e have been visited (Welcome, Team, Workspace, Company Culture, and Network).</p> <p>Show layer 1.8f when timeline starts.</p> <p>When user clicks [1] jump to layer 1.8a; [2] jump to 1.8b, [3] jump to 1.8c; [4] jump to 1.8d; [5] jump to 1.8e.</p>

Slide 1.8a/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[WELCOME layer] From base layer the pyramid image and rectangles are hidden, all other base layer items are visible.</p> <p>Solid fill square is placed over the area that the pyramid and rectangles occupied. Within the square is a large image occupying most of the space with some text occupying the remaining space. Image is of a notecard or welcome message.</p>	<p>[Slide Title and directions show through from base layer]</p> <p>[Square text]</p> <p>Write a welcome message and pair with some company branded items.</p>	<p><i>A great way to welcome someone to the company is to give them a card or note on their first day along with some company branded items, such as a mug, water bottle, tote bag, or similar. You can package it up nicely in a gift bag or basket and present it to them upon their arrival.</i></p>	<p>Square is present when timeline starts. The image and then text each fade in one after the other when audio starts.</p>

Slide 1.8b/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[TEAM layer] Same visuals as 1.8a except image is of people eating around a table.</p>	<p>[Slide Title and directions show through from base layer]</p> <p>[Square text]</p> <p>Set up an informal meeting with the rest of the team.</p>	<p><i>Be sure to set up some informal opportunity for the new employee to meet with other members of their direct team. A great way to do this is by having a group lunch. You may want to reserve one of the company conference rooms and order in or you can choose to go offsite to a local restaurant.</i></p>	<p>Same as 1.8a</p>

Slide 1.8c/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[WORKSPACE layer] Same visuals as 1.8a except image is a nicely decorated and personalized (yet professional) desk / workspace.</p>	<p>[Slide Title and directions show through from base layer]</p> <p>[Square text]</p>	<p><i>It's important that the new employee have a space of their own they can personalize, whether it's a whole office, a cubicle, or just a desk. Encourage the new employee to decorate their space and bring in items such</i></p>	<p>Same as 1.8a</p>

	Encourage the employee to personalize their workspace.	<i>as personal photos or artwork that are meaningful to them.</i>	
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Slide 1.8d/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[COMPANY CULTURE layer] Same visuals as 1.8a except image is motivational relating to mission or values.	[Slide Title and directions show through from base layer] [Square text] Discuss company culture including things like mission, values, and norms.	<i>Be sure to discuss company culture with the new employee. It's important they understand the company's guiding statements such as mission, vision, and values and how those are put into practice. Also discuss any company norms such as socializing with others, work attire, communication preferences, and other relevant information that will help them acclimate to their new position.</i>	Same as 1.8a

Slide 1.8e/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[NETWORK layer] Same visuals as 1.8a except image is two or more employees talking in office environment.	[Slide Title and directions show through from base layer] [Square text] Identify key offices and people to help them establish their work network.	<i>Provide the new employee with a list of individuals and offices they should connect with. Encourage them to set up some initial informational meetings to learn more about these offices and the specific work the individuals in each office do. This will help the new employee establish their network and be more effective in their position.</i>	Same as 1.8a

Slide 1.8f/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
[Initial landing layer]	[Slide Title shows through from base layer]	<i>The first essential component of onboarding is establishing connection which covers five</i>	Pyramid image fades in as timeline starts. Each button

<p>All objects from base layer are hidden except Slide Title.</p> <p>Visuals/objects from 1.8a are replicated on this layer, but buttons are not clickable and have no states. This layer will be used for the initial audio and corresponding animation only.</p> <p>Solid fill square is placed over the area that the pyramid and rectangles occupied (same color as other layers). Rectangle text is in large bold font and spaced evenly vertically within the rectangle.</p>	<p>[Directions] Click on each button, then click next to continue</p> <p>[Buttons – top to bottom]</p> <p>NETWORK</p> <p>COMPANY CULTURE</p> <p>WORKSPACE</p> <p>TEAM</p> <p>WELCOME</p> <p>[Rectangle text]</p> <p>Foundation [2]</p> <p>Tone [3]</p> <p>Positive Experience [4]</p>	<p><i>aspects: welcome, team, workspace, company culture, and network. Each of these aspects [1] are important in creating a positive [2] foundation for your employee as they begin their new role. The experience a new employee has in their first week or two on the job can set the [3] tone for the future. As a manager, you should strive to create a [4] positive experience that reinforces the employee’s belief that they made a good choice in taking the position. [5] Let’s review each of the aspects of establishing connection in more detail now. Click on each button to learn more. Once you’ve selected all of the buttons, click next to continue.</i></p>	<p>(along with its corresponding line and rectangle fade in timed with the VO reference.</p> <p>[1] Rectangle fades in [2], [3], [4] Text enters, wipes from left</p> <p>[5] Rectangle and text fade out together</p>
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Slide 1.9/ Menu Title: <i>Addressing System and Equipment Needs</i>			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: General</p> <p>Image covering most of the screen sits below the title / border. Image is of employee sitting at desk and there are three office items the learner could click on (laptop, monitor, and data printout).</p>	<p>[Slide Title] Addressing System and Equipment Needs</p> <p>[Directions] Click on the laptop, the data printout, and the monitor</p>	<p><i>The next step in onboarding is addressing system and equipment needs. The three main areas that you should address with your new employee are providing necessary equipment, obtaining access to systems, and reviewing systems. Within the image on this slide click on the laptop, the data report printout, and the monitor to learn more.</i></p>	<p>Next button is hidden when timeline starts and is revealed once learner has clicked on all three images.</p> <p>Directions fade in; Zoom in on each of the three office items; all timed with the VO reference.</p>

			Jump to 1.9a when learner clicks on laptop; 1.9b for data printout; 1.9c for monitor.
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Slide 1.9a/ Menu Title:			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>All visuals from base layer show through.</p> <p>On right third of slide, there's a semi-transparent diagonal corner rectangle with a header and text.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle header]</p> <p>Providing necessary equipment</p> <p>[Rectangle text]</p> <p>TIP:</p> <p>Consider equipment such as</p> <ul style="list-style-type: none"> • office phone • desktop or laptop computer • dual monitor • employee ID badge • keys 	<p><i>Ensure your new employee has all of the equipment they will need to do their job. Consider things like: an office phone, a desktop or laptop computer, a dual monitor setup, employee ID badge, and keys to the office.</i></p>	<p>Rectangle and header fade in when VO starts, followed by "Tip:". Other text fades in with VO reference.</p>

Slide 1.9b/ Menu Title:			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Same visuals as 1.9a</p>	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle header]</p> <p>Obtaining access to systems</p>	<p><i>Make sure that you have secured the required access to any systems your employee will need to do their job. This can be done through completing a request with the Information Technology department.</i></p>	<p>Same as 1.9a</p>

	<p>[Rectangle text]</p> <p>TIP:</p> <ul style="list-style-type: none"> • Complete a request with the Information Technology department 		
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Slide 1.9c/ Menu Title:			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visuals as 1.9a	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle header]</p> <p>Reviewing systems</p> <p>[Rectangle text]</p> <p>TIP:</p> <ul style="list-style-type: none"> • Review how to log into and use systems • Provide manuals or guides • Direct them to the Information Technology department 	<p><i>Once your employee has access, make sure they know how to log into each system and use the system accordingly. Connect them with existing system manuals or company guides. Direct them to the Information Technology department for further assistance.</i></p>	Same as 1.9a

Slide 1.10/ Menu Title: Knowledge Check			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide Design: General – modified with a solid background from color palette (use same color as 1.7)	<p>[Slide Title]</p> <p>Knowledge Check</p> <p>[Review Text]</p>	<p><i>Let's pause again to check your learning now that we've reviewed two components of onboarding. The Establishing Connection component of onboarding consists of these aspects: welcome, team, workspace,</i></p>	<p>Review text and rectangles fade in timed with VO reference.</p> <p>[1] Review text and all rectangles (except Company Culture) fade</p>

<p>Review text in transparent text box appears under title. Review rectangles are solid filled color with bold text and are all in one row under the transparent text box.</p> <p>Pick one quiz question. Question appears in bold under title. The “company culture” part of the question is the review text rectangle. Answers have a thick rectangle outline and have hover and selected states.</p>	<p>The Establishing Connection component consists of these aspects:</p> <p>[Review Rectangles Text]</p> <p>Welcome</p> <p>Team</p> <p>Workspace</p> <p>Company Culture</p> <p>Network</p> <p>[Question – part 1]</p> <p>Which of the descriptions below represent what should occur in the [company culture rectangle]</p> <p>[Question – part 2]</p> <p>aspect of Establishing Connection?</p> <p>[Answers]</p> <p>Gather informally with others in the direct unit</p> <p>Schedule meetings with key offices and staff</p> <p>Discuss guiding statements and company norms</p>	<p><i>company culture, and network. [1] Which of the descriptions below represent what should occur in the company culture aspect of Establishing Connection?</i></p>	<p>out. Question parts fade in timed with VO reference and the “company culture” rectangle moves across the screen to become part of the question text (between Question – part 1 and Question – part 2). “Company Culture” rectangle changes from solid filled to thick outline.</p> <p>Answer choices fade in together once question VO ends.</p> <p>Two attempts for knowledge check.</p>
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	<p>Provide a welcome message paired with company swag</p> <p>Personalize area with decorative or meaningful items</p>		
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Slide 1.10a/ Menu Title:			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Correct]</p> <p>Same visuals as 1.7a except in place of learner’s score there is subtext.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>NICE JOB!</p> <p>[Subtext]</p> <p>That’s correct.</p> <p>[Summary text]</p> <ul style="list-style-type: none"> • Company’s guiding statements – mission, vision, and values • Norms that are part of company culture – socializing, work attire, and communication preferences <p>[Buttons]</p> <p>Continue</p>	<p><i>Nice job, that’s correct. It is important to review the company’s guiding statements, such as mission, vision, and values and how those are put into practice. As a reminder, you should also discuss any norms that are part of the company culture, such as socializing with others, work attire, communication preferences, and other relevant information that will help them acclimate to their new position within the company. Select the continue button to advance to the next slide.</i></p>	<p>Summary bullets fly in from bottom one by one and continue button fades in; all time with VO reference.</p> <p>Continue button jumps to 1.11.</p>

Slide 1.10b/ Menu Title:	Objective: 2
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Incorrect]</p> <p>Same visuals as 1.7b except in place of learner’s score there is subtext.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>SORRY.</p> <p>[Subtext]</p> <p>That’s incorrect.</p> <p>[Summary text]</p> <ul style="list-style-type: none"> • Company’s guiding statements – mission, vision, and values • Norms that are part of company culture – socializing, work attire, and communication preferences <p>[Buttons]</p> <p>Continue</p>	<p><i>Sorry, that’s incorrect. As a reminder, it is important to review the company’s guiding statements, such as mission, vision, and values and how those are put into practice. You should also discuss any norms that are part of the company culture, such as socializing with others, work attire, communication preferences, and other relevant information that will help them acclimate to their new position within the company. Select the continue button to advance to the next slide.</i></p>	<p>Summary bullets fly in from bottom one by one and continue button fades in; all time with VO reference.</p> <p>Continue button jumps to 1.11.</p>

Slide 1.10c/ Menu Title:		Objective: 2	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Try Again]</p> <p>Same visuals as 1.7c except in place of learner’s score there is subtext.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>SORRY.</p> <p>[Subtext]</p> <p>Not quite. That’s incorrect.</p>	<p><i>Sorry, that’s not quite right. Let’s see how you do with a second attempt. Here’s a hint – when it comes to company culture, remember to think about things such as company mission and values, as well as company standards around things like socializing. Select the try again button to retake the knowledge check activity.</i></p>	<p>Hint bullets fly in from bottom one by one and try again button fades in; all timed with VO reference.</p>

	<p>[Hint]</p> <ul style="list-style-type: none"> • Mission and values • Company standards about things like socializing <p>[Buttons] Try Again</p>		
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Slide 1.11/ Menu Title: <i>Communicating Expectations</i>			Objective: 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: General – modified with a background image close up on a desk with a monitor/laptop screen and tablet; screens on both devices are blank.</p> <p>On the tablet screen, there are three small rectangles stacked vertically with a small space in between each. Rectangles are solid filled all with the same color; within each there is a file icon; each of the three file icons is a different color.</p>	<p>[Slide Title] Communicating Expectations</p> <p>[Directions] Click each file icon</p>	<p><i>The third component of onboarding is communicating expectations and includes reviewing policies and procedures, job responsibilities, and expected goals and results. Click on each of the file icons to learn more about specific topics that should be addressed within each of these areas.</i></p>	<p>Next button is hidden when timeline starts. Next button returns once all of the rectangles with file icons have been visited.</p> <p>Rectangles with file icons fade in one by one as each of the three aspects of communicating expectations is named in the VO.</p> <p>Directions fade in with VO reference.</p> <p>Rectangles with file icons have visited and hover states.</p> <p>When learner clicks first rectangle with file icon, jump to layer 1.11a; second rectangle with file icon, jump to layer 1.11b; third rectangle with file icon, jump to 1.11c.</p>

Slide 1.11a/ Menu Title:			Objective: 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[POLICIES AND PROCEDURES layer]</p> <p>Background image shows through from base layer but rectangles with file icons are hidden.</p> <p>Solid fill rectangle is over the monitor/laptop screen; color matches the corresponding icon from the base layer. Within the rectangle, a rectangle header is near the top (color matches that used for the base layer rectangles) and below it are bullet points; icons that have a checkmark inside a square are used as the bullets.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle header]</p> <p>Policies and Procedures</p> <p>[Rectangle text]</p> <ul style="list-style-type: none"> • Review company policies and procedures. • Discuss unit policies and procedures. • Show policy location for future reference. 	<p><i>It's important that you communicate all relevant policies and procedures to the new employee. You should ensure that they know about standard company policies, but also any policies and procedures that are specific to your unit. Be sure to review these with the new employee, allow them to ask any questions they may have, and also provide them with the electronic location of these policies so they can refer back to them in the future.</i></p>	<p>Bullet point icons and text fly in from bottom one by one timed with VO reference.</p> <p>Hide layer when timeline ends.</p>

Slide 1.11b/ Menu Title:			Objective: 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[JOB RESPONSIBILITIES layer]</p> <p>Same visuals as 1.11a.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle header]</p> <p>Job Responsibilities</p> <p>[Rectangle text]</p> <ul style="list-style-type: none"> • Provide a copy of the job description. • Review job description. • Discuss specific responsibilities. 	<p><i>You should provide the new employee with a copy of their job description, preferably in electronic form. Review the job description with them and provide them an opportunity to ask questions or seek clarification. Discuss specific responsibilities in more detail and provide guidance on what are the most important components of their role within your unit.</i></p>	<p>Bullet point icons and text fly in from bottom one by one timed with VO reference.</p> <p>Hide layer when timeline ends.</p>

Slide 1.11c/ Menu Title:			Objective: 4
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[GOALS AND RESULTS layer]</p> <p>Same visuals as 1.11a.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Rectangle header]</p> <p>Goals and Results</p> <p>[Rectangle text]</p> <ul style="list-style-type: none"> • Discuss initial goals and expected results. • Communicate priorities. • Create a timeline for progress checks. 	<p><i>It is very important to communicate expectations about short term goals and results. Discuss priorities with the new employee and clearly communicate what you expect them to achieve within the first six months. Set up a timeline for checking their progress and providing additional information and support throughout those six months. These progress checks can be something that occur during your regularly scheduled one on one meetings with your employee or you can schedule a separate meeting for this purpose.</i></p>	<p>Bullet point icons and text fly in from bottom one by one timed with VO reference.</p> <p>Hide layer when timeline ends.</p>

Slide 1.12/ Menu Title: <i>Providing Job Specific Training</i>			Objective: 5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: General</p> <p>Accordion style interaction (horizontal layout). When the learner clicks on any of the accordion tabs on the left they will “pop” open to the right and display the information for that specific tab.</p> <p>Closed accordion will show on screen to start. Four accordion tabs with vertical text on the left; each tab is a different color in the palette. Tabs area is connected to a large solid filled rectangle to the right. In the closed position, there will be a large image filling most of the space within the rectangle. Image should be in an office</p>	<p>[Slide Title]</p> <p>Providing Job Specific Training</p> <p>[Directions]</p> <p>Click on each tab</p> <p>[Accordion tab labels]</p> <ol style="list-style-type: none"> 1. IDENTIFY TRAINING NEEDS [1] 2. SUPPLY TRAINING AIDS [2] 3. DELIVER TRAINING DIRECTLY [3] 	<p><i>The final component of onboarding is providing job specific training. This is the component that will likely take the longest as you will need to ensure your employee is fully trained on their position. By investing in training your employee properly from the outset, you will create a foundation for success and may also contribute to their overall job satisfaction. The four steps encompassed in providing job specific training are to identify training needs, supply training aids, deliver training directly, and connect to other trainings. Click on each tab to learn more about these steps.</i></p>	<p>Next button is hidden when timeline starts; it returns once user has click through all accordion tabs.</p> <p>Tabs are restricted until audio ends.</p> <p>Learner is able to click on any other tab in any order (not restricted) and can revisit any tab; this is true for all layers.</p> <p>When learner clicks [1] jump to 1.12a; [2] jump to 1.12b, [3] jump to 1.12c, [4] jump to 1.12d.</p>

setting where there is some training or instruction being given to a group of employees.	4. CONNECT TO OTHER TRAININGS [4]		
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Slide 1.12a/ Menu Title:			Objective: 5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[IDENTIFY TRAINING NEEDS layer]</p> <p>Base layer objects show through.</p> <p>The corresponding accordion tab is now located on the right and the large rectangle sits between it and the next accordion tab. Rectangle will be fully filled with an image related to this tab's content. On top of the image there is text at the top; under that text is a semi-transparent rectangle for contrast (use same color as that tab) with soft edges.</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text] Identify what training the new employee needs in order to complete all of their job responsibilities.</p>	<p><i>Identify all of the training that the new employee will need in order to be successful at their job and effectively complete their responsibilities. Ensure they are trained on any specific systems they will use, but also consider things like specific processes they will need to know, recurring tasks they are responsible for, how to run reports and gather data, how information should be communicated and who it should be communicated to, as well as anything else specific to your unit.</i></p>	

Slide 1.12b/ Menu Title:			Objective: 5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[SUPPLY TRAINING AIDS layer]</p> <p>Same visual design as 1.12a</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text] Supply any job aids, manuals, flowcharts, outlines, or process instructions.</p>	<p><i>Once you have identified the training the new employee needs, be sure to supply the new employee with any corresponding job aids, manuals, flowcharts, outlines, or process instructions. Give the employee some time to review those documents on their own and an opportunity to ask questions before moving forward to the next stage.</i></p>	

Slide 1.12c/ Menu Title:			Objective: 5
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[DELIVER TRAINING DIRECTLY layer]</p> <p>Same visual design as 1.12a</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text] Deliver any trainings yourself directly to the new employee.</p>	<p><i>Schedule a series of appointments on the new employee's calendar for you to meet and deliver trainings directly to them. Only deliver ones yourself for which it makes sense for you to be the trainer. If there is a more direct source, consider incorporating that in the next step. Keep the trainings to a set amount of time, provide any materials to the new employee in advance, and allow the employee to ask questions throughout the training process. Follow up with the new employee within two weeks of the trainings to see if they have any additional questions or need to be retrained on any components.</i></p>	

Slide 1.12d/ Menu Title:			Objective: 5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[CONNECT TO OTHER TRAININGS layer]</p> <p>Same visual design as 1.12a</p>	<p>[Slide Title and Directions show through from base layer]</p> <p>[Rectangle text] Connect the employee with training provided by other individuals, online tutorials, and e-Learning.</p>	<p><i>Connect your employee with any additional trainings they may need. These trainings may be delivered by other team members in your unit or colleagues in another area of the company. They may also consist of online tutorials or e-Learning. Refer back to the original list you made in the Identify stage to ensure that you have covered all training areas.</i></p>	

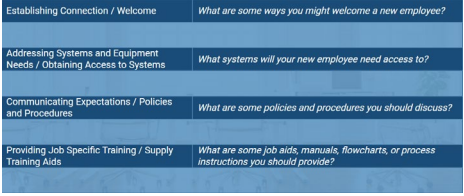
Slide 1.13/ Menu Title: <i>Next Steps</i>			Objective: 2-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1</p> <p>Daniella avatar is on the far left in a thoughtful/reflective pose. To the</p>	<p>[Slide Title] Next Steps</p> <p>[Directions]</p>	<p><i>Take a moment now to reflect on what you have learned and how you might apply that to onboarding new employees in your unit. When you are ready, click the reflect button below to continue.</i></p>	<p>Next button is hidden when timeline starts.</p>

<p>right of her is a semi-transparent rectangle with text.</p>	<p>Click the reflect button</p> <p>[Rectangle text]</p> <ul style="list-style-type: none"> • Reflect on what you learned in this course • Consider how you might apply that to onboarding new employees in your unit <p>[Buttons]</p> <p>Reflect</p>		<p>Bulleted text fades in one by one with VO reference.</p> <p>Directions and button fade in together timed with VO reference.</p>
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Slide 1.13a/ Menu Title:		Objective: 2-5	
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Daniella avatar shows through from base layer; other objects are hidden.</p> <p>There are two questions on the screen and two text entry fields. To the right of Daniella is a wide rectangle with text that asks the first question; immediately below that (with no space in between, to appear as part of it) is another rectangle of the same shape and size with a text entry field. Repeat this for the second question, which should appear further below.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Directions]</p> <p>Click the continue button</p> <p>[Question 1 text]</p> <p>What are some ways you might welcome a new employee?</p> <p>[Question 2 text]</p> <p>What systems will your new employee need access to?</p> <p>[Buttons]</p> <p>Continue</p>	<p><i>Type your answers into the corresponding text boxes below. Click the continue button when you are done.</i></p>	<p>Next button remains hidden.</p> <p>Question with text entry flies in from bottom when timeline starts.</p> <p>Directions and button fade in timed with VO reference.</p>

Slide 1.13b/ Menu Title:			Objective: 2-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Same visuals as 1.13a.	<p>[Slide Title shows through from base layer]</p> <p>[Directions] Click the submit button</p> <p>[Question 1 text] What are some policies you should discuss?</p> <p>[Question 2 text] What are some job aids, manuals, flowcharts, or process instructions you should provide?</p> <p>[Buttons] Submit</p>	<p><i>Continue reflecting on how you might apply what you have learned. Type your answers into the corresponding text boxes below. Click the submit button when you are done.</i></p>	<p>Next button remains hidden.</p> <p>Question with text entry flies in from bottom when timeline starts.</p> <p>Directions and button fade in timed with VO reference.</p>

Slide 1.13c/ Menu Title:			Objective: 2-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Items from base layer are hidden.</p> <p>Daniella avatar in same position on left but in pose reflecting positive feedback.</p> <p>Avatar is replaced by a large rectangle covering nearly all the open space on the screen; smaller rectangles are within to give the illusion of a table.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Directions] Click next to continue</p> <p>[Onboarding Components] Establishing Connection / Welcome Addressing Systems and Equipment Needs /</p>	<p><i>Great job! Thank you for taking the time to think about how to apply what you've learned and consider what specific things you would include when onboarding a new employee in your unit. [1] You can see the answers that you entered on the screen. This was a great first step in drafting your onboarding plan.</i></p> <p><i>Before you continue to the next slide, you have the option to print the information on</i></p>	<p>Next button returns when timeline ends on this layer.</p> <p>[1] Table with components, questions, and text entry answers fades in.</p> <p>[2] Print button fades in.</p>

<p>On one row, the onboarding component (typed as main component / subcomponent) is listed on the left with the question they were asked about that component (on prior layers) listed on the right; their text entry answers from those questions will populate below that row. This is repeated for each of the four components and questions.</p> <p>Sample design below.</p>  <p>The sample design shows a table with four rows. Each row has a component name on the left and a question on the right. The questions are: 'What are some ways you might welcome a new employee?', 'What systems will your new employee need access to?', 'What are some policies and procedures you should discuss?', and 'What are some job aids, manuals, flowcharts, or process instructions you should provide?'.</p>	<p>Obtaining Access to Systems</p> <p>Communicating Expectations / Policies and Procedures</p> <p>Providing Job Specific Training / Supply Training Aids</p> <p>[Questions]</p> <p><i>What are some ways you might welcome a new employee?</i></p> <p><i>What systems will your new employee need access to?</i></p> <p><i>What are some policies and procedures you should discuss?</i></p> <p><i>What are some job aids, manuals, flowcharts, or process instructions you should provide?</i></p> <p>[Buttons]</p> <p>Print</p>	<p><i>the screen so that you can use it as you continue to build your onboarding plan. [2] To do so, click on the print button which will open the print dialog box. You can then select your printing options from there.</i></p> <p><i>When you are ready to continue, [3] click the next button from the navigation menu to advance to the course Summary.</i></p>	<p>Print button utilizes Print Slide trigger.</p> <p>[3] Directions fade in.</p>
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Slide 1.14/ Menu Title: <i>Summary</i>			Objective: 1-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Slide Design: Office 1	<p>[Slide Title]</p> <p>Summary</p> <p>[Directions]</p>	<p><i>You have now learned how onboarding responsibilities are distinguished between Human Resources and the manager. One important difference centers around</i></p>	<p>Next button is hidden when timeline starts; it returns when timeline ends.</p>

<p>Daniella avatar is on the far left in a talking pose facing learner but gesturing to the right side of the screen.</p> <p>When “Here’s a quick review” starts, the Daniella avatar remains on the far left but changes poses to look and gesture to the right side of the screen.</p> <p>To the right of the avatar, there are five solid fill diagonal corner rectangles; each contain headers. A semi-transparent rectangle is positioned behind each and extends down; the semi-transparent rectangles are all the same size and contain bullet points for their corresponding header.</p>	<p>Click next to continue</p> <p>[Headers]</p> <p>[1] Distinguishing Onboarding Responsibilities</p> <p>[2] Establishing Connection</p> <p>[3] Addressing System and Equipment Needs</p> <p>[4] Communicating Expectations</p> <p>[5] Providing Job Specific Training</p> <p>[Rectangle text]</p> <p>[1]</p> <ul style="list-style-type: none"> • Initial communications = Human Resources • Ongoing communications = Manager <p>[2]</p> <ul style="list-style-type: none"> • Welcome • Team • Workspace • Company Culture • Network <p>[3]</p> <ul style="list-style-type: none"> • Provide any necessary equipment • Obtain access to systems 	<p><i>communication. While Human Resources will engage in initial communication with the new employee beginning with the job offer, it is a manager’s responsibility to engage in ongoing communications throughout the employee’s entire onboarding process.</i></p> <p><i>You have also learned the essential aspects of each of the four key onboarding responsibilities of managers. Here’s a quick review. Within the establishing connection component, remember to address the areas of welcome, team, workspace, company culture, and network. When addressing system and equipment needs, be sure to provide any necessary equipment, obtain access to systems, and then review those systems with your new employee. When communicating expectations, be sure to discuss all relevant policies and procedures, review the employee’s job responsibilities, and clearly communicate goals and expected results. When providing job specific training, ensure that you identify training needs, supply training aids, deliver appropriate trainings directly, and connect the employee to other important trainings.</i></p> <p><i>Let’s move on now and test your knowledge. Click the next button to continue.</i></p>	<p>Each diagonal corner rectangle individually flies in from bottom timed with VO reference. Right after it flies it, the corresponding rectangle with text flies in from bottom.</p> <p>Directions fade in timed with VO reference.</p>
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	<ul style="list-style-type: none"> • Review systems [4] • Policies and procedures • Job responsibilities • Goals and results <ul style="list-style-type: none"> • Identify training needs [5] • Supply training aids • Deliver trainings directly • Connect to other trainings 		
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Slide 1.15/ Menu Title: Quiz			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1</p> <p>Daniella avatar is on far left in a thinking pose. To the right of her is a semi-transparent rectangle. Within that there is a testing icon on the left, and to the right of the icon is bulleted text.</p>	<p>[Slide Title]</p> <p>Quiz</p> <p>[Directions]</p> <p>Click next when ready</p> <p>[Rectangle text]</p> <ul style="list-style-type: none"> • Five questions • Passing score = 80% • May make another attempt 	<p><i>Now it's time to assess your learning. [1]</i></p> <p><i>You will be taking a quiz with five questions. The question type varies throughout. You must obtain a score of 80% or higher in order to pass. If you do not pass the quiz on the first attempt, you may try again. Click the next button when you are ready to start the quiz.</i></p>	<p>Next button is hidden when timeline starts; it returns when timeline ends.</p> <p>[1] Rectangle and icon fade in.</p> <p>Bulleted text fades in one by one timed with the VO reference.</p> <p>Directions fade in timed with VO reference.</p>

Slide 1.16/ Menu Title: Quiz – Q1 [hidden from menu]			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 2</p> <p>Multiple response quiz question (standard)</p>	<p>[Slide Title]</p> <p>Question 1</p> <p>[Question]</p>	<p><i>Which of these onboarding tasks are the responsibility of the manager? Please select all that apply and then click the submit button.</i></p>	<p>For all quiz questions, set slide properties to show seekbar but do not show the Resources tab;</p>

<p>Question text is large and appears on the left half of the slide; answer options appear on the right half and within a semi-transparent rectangle.</p> <p>Custom review layer: Within a solid fill diagonal corner rectangle (placed so as to not cover the question or answers) is review text.</p>	<p>Which of these onboarding tasks are the responsibility of the manager?</p> <p>[Answers]</p> <p>Providing job specific training</p> <p>Creating employee record</p> <p>Establishing connection</p> <p>Facilitating benefits enrollment</p> <p>Managing standard company wide processes</p> <p>Communicating expectations</p> <p>Addressing initial compliance training</p> <p>Addressing system and equipment needs</p> <p>[Review layer text]</p> <p>Remember, aside from engaging in ongoing communication with the new employee, there are four other essential onboarding components the manager is responsible for, which can impact employee</p>		<p>disable submit button until timeline ends.</p>
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	retention, productivity, and job satisfaction.		
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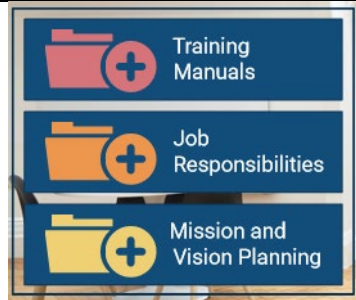
Slide 1.17 Menu Title: Quiz – Q2 [hidden from menu]			Objective: 2
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 2</p> <p>Matching drag and drop quiz question (standard)</p> <p>Question text is large and appears at the top under the title; answer options appear below. There is one large solid fill rectangle behind the answer choices. Aspects appear on the left and actions appear as the options on the right that learner will move to match with aspects.</p> <p>Custom review layer: same as 1.16</p>	<p>[Slide Title]</p> <p>Question 2</p> <p>[Question]</p> <p>Which of the actions below describe each aspect of Establishing Connection? (move the actions on the right to match the aspects on the left)</p> <p>[Aspects and corresponding correct answer actions]</p> <p>Team [=] Meet other informally such as via a group lunch</p> <p>Network [=] Connect through initial informational meetings</p> <p>Welcome [=] Give employee a card and company branded item</p> <p>Company Culture [=] Discuss mission, values, and norms</p>	<p><i>Which of the actions below describe each aspect of Establishing Connection? Move the actions on the right to match the corresponding aspects on the left. When you are done, select the submit button.</i></p>	

	<p>Workspace [=] Personalize area; decorate with meaningful items</p> <p>[Review layer text]</p> <p>Think about how the actions listed relate to and support each aspect.</p>		
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Slide 1.18/ Menu Title: Quiz – Q3 [hidden from menu]			Objective: 3
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 2</p> <p>Multiple response quiz question (standard)</p> <p>Question text is large and appears at the top under the title; answer options appear below within a within a small semi-transparent rectangle.</p> <p>Custom review layer: same as 1.16</p>	<p>[Slide Title]</p> <p>Question 3</p> <p>[Question]</p> <p>Which of the following steps are involved in Addressing System and Equipment Needs? (select all that apply)</p> <p>[Answers]</p> <p>Providing necessary equipment</p> <p>Discussing goals and results</p> <p>Obtaining access to systems</p> <p>Reviewing systems</p> <p>Providing job aids and process instructions</p>	<p><i>Which of the following steps are involved in Addressing System and Equipment Needs? Please select all that apply and then click the submit button.</i></p>	

	<p>[Review layer text]</p> <p>All of these actional are part of the onboarding process, however, only three of these are part of the Addressing System and Equipment Needs component.</p>		
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Slide 1.19/ Menu Title: Quiz – Q4 [hidden from menu]			Objective: 4
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 2</p> <p>“Pick one” quiz question.</p> <p>Question text is large and appears at the top under the title; answer options appear below in three blocks spaced evenly across the slide. The block is transparent square with outline. Showing though the square is a combination of three aspects. Visuals for the block incorporate the same look and colors at the rectangles/file icon from slide 1.11; the rectangles are widened to accommodate text that appears next to the icon.</p> <p>Sample visual of block below.</p>	<p>[Slide Title]</p> <p>Question 3</p> <p>[Question]</p> <p>Which of the groups below represent the three aspects of Communicating Expectations? (click on the correct group, then click submit)</p> <p>[Block 1 Aspects text]</p> <p>Training Manuals</p> <p>Job Responsibilities</p> <p>Mission and Vision Planning</p> <p>[Block 2 Aspects text] –</p> <p>Policies and Procedures</p> <p>Job Responsibilities</p> <p>Goals and Results</p>	<p><i>Which of the groupings below represent the three aspects of Communicating Expectations? Click on the correct group, then select submit.</i></p>	<p>Transparent square is what learner will click on when choosing their answer (it sits in front) and has hover and selected states.</p>



Custom review layer: same as 1.16

[Block 3 Aspects text]

Policies and Procedures

Networking and Contacts

Mission and Vision
Planning

[Review layer text]

Managers should discuss how to operate within the company and what the employee is expected to do in their position.

Slide 1.20/ Menu Title: Quiz – Q5 [hidden from menu]			Objective: 5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 2</p> <p>Matching Drop-down quiz question.</p> <p>Question text is large and appears at the top under the title; answer options appear below.</p> <p>There is one large solid fill rectangle behind the answer choices. Elements appear on the left and stages appear as the drop down options on the right.</p> <p>Custom review layer: same as 1.16</p>	<p>[Slide Title]</p> <p>Question 5</p> <p>[Question]</p> <p>Match the elements listed below with each corresponding state of Providing Job Specific Training. (use the drop down menu to select the answer for each)</p> <p>[Elements and corresponding correct answer stages]</p> <p>Checklist of specific processes, recurring tasks,</p>	<p><i>Match the elements listed below with each corresponding stage of Providing Job Specific Training. Use the drop down menu to select the answer for each listing. When you are done, click the submit button.</i></p>	

	<p>data reporting, and other relevant information to cover [=] Identify Training Needs</p> <p>Designated trainings provided by the manager [=] Deliver Training Directly</p> <p>Online tutorials, eLearnings, and trainings by colleagues [=] Connect to Other Trainings</p> <p>Manuals, flowcharts, outlines, or process instructions [=] Supply Training Aids</p> <p>[Review layer text]</p> <p>Think about how the elements listed support each stage of providing job specific training.</p>		
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Slide 1.21/ Menu Title: Quiz Results [hidden from menu]			Objective: 1-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Results slide]</p> <p>Slide Design: Office 2</p>	<p>[Slide Title]</p> <p>Quiz Results</p>	<p>[n/a]</p>	<p>Next button is hidden when timeline starts.</p> <p>Based on learner's score they will automatically see the success layer (80% or higher) or failure layer (less than 80%).</p>

Slide 1.21a/ Menu Title:			Objective: 1-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Success]</p> <p>Use same visuals as slide 1.7a, except no summary text; buttons aligned vertically with each other and centered within rectangle.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>GREAT JOB, YOU PASSED!</p> <p>[Learner’s score]</p> <p>Your score: [X]%</p> <p>[Buttons]</p> <p>Review Quiz</p> <p>Continue</p>	<p><i>Great job, you passed the quiz. If you would like to take another look at the quiz questions and answers, you may do so by selecting the review quiz option. Otherwise, select the continue button to advance.</i></p>	

Slide 1.21b/ Menu Title:			Objective: 1-5
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>[Custom feedback layer – Failure]</p> <p>Use same visuals as slide 1.7b, except no summary text; buttons aligned vertically with each other and centered within rectangle.</p>	<p>[Slide Title shows through from base layer]</p> <p>[Header]</p> <p>SORRY, YOU DIDN'T PASS</p> <p>[Learner’s score]</p> <p>Your score: [X]%</p> <p>[Buttons]</p> <p>Review Quiz</p> <p>Retry Quiz</p>	<p><i>Sorry, you didn't pass the quiz. As a reminder, you need to earn a score of 80% or higher to pass. If you would like to take a look at the questions and see which ones you got wrong, you may do so by selecting the review quiz option. When you are ready to take the quiz again, select the retry quiz button.</i></p>	

Slide 1.22/ Menu Title: <i>Congratulations</i>			Objective:
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
<p>Slide Design: Office 1</p> <p>Daniella avatar is on the far left and is pointing above to the title. To the right of her is a large semi-transparent rectangle. With the rectangle there is a small icon representing congratulations; corresponding text is to the right of the icon. Below that there is another icon, this one representing a document or printer; corresponding text is to the right of the icon.</p>	<p>[Slide Title] Congratulations! [Directions] Click the exit button to leave the course</p> <p>[Rectangle text]</p> <p>Congratulations! You have successfully completed the course.</p> <p>Remember to: Access and print the Quick Reference Guide in the Resources tab.</p> <p>[Buttons] Exit</p>	<p><i>Congratulations! [1] You have successfully completed all components of the course “A Manager’s Guide to Onboarding New Employees.” Before you leave, you have the option to print a job aid resource that may help you in the future. The job aid highlights the key aspects of each onboarding component we reviewed in this course. To access it, click on the Resources tab in the upper right corner of the player, then click on the file called “Quick Reference Guide”. This file will open in a new window, and you will have the option to print the document from there.</i></p> <p><i>When you are ready, click the exit button to leave the course.</i></p>	<p>Next button is hidden.</p> <p>[1] Rectangle with text and icons fade in.</p> <p>Directions and button fade in timed with VO reference.</p> <p>Exit button uses Exit course trigger.</p>