

Onboarding a new hire

	System action	Email notification		
Candidate hired in Greenhouse Recruiting	None	None		
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Pending hire in Greenhouse Onboarding	Mapped custom fields from Greenhouse Recruiting populated in pending hire profile	Content Pending hire notification	Recipient Admins and super admins	Cadence Immediately
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Pending hire converted to employee	Assign onboarding plan	Your next steps <ul style="list-style-type: none"> View welcome experience Fill out assigned custom fields and e-signature documents 	New hire	Configurable Notified every day until profile and e-signature documents are complete
		New hire <ul style="list-style-type: none"> Fill out assigned custom fields 	New hire's manager	10 minutes after new hire is created
		Tasks <ul style="list-style-type: none"> Task name and details 	Any task owners: Managers, IT team, new hire	Notified on assign date, due date and every day the task is overdue
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Time before start date	None	Welcome to the team	New hire	Configurable
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After start date	Feedback questions assigned	Feedback questions are sent to new hire to answer	New hire	X number of days after the start date (can vary per question)
	Feedback questions completed	New hire responses to the feedback questions	Users who are assigned to be notified when the question is answered	Immediately after the new hire has responded to the feedback survey
	Onboarding goals assigned	Onboarding goals are sent for new hire to complete	New hire	Immediately after a manager shares onboarding goals from a new hire's profile
	Choreographed introductions	Department-wide hello	New hire's department	Weekly, on the day and time configured in Settings (if the department has incoming new hires)
		Manager notification	New hire's manager	Weekly, on the day and time configured in Settings (if the manager has incoming new hires)
		Onboarding class	New hire's onboarding cohort	Immediately on the day and time configured in Settings
		Buddy program instructions	New hire's assigned buddy	Immediately on the day and time configured in Settings
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