

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	Recipient	Cadence
		Pending Hire Notification	Admins and Super Admins	Immediately
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PENDING HIRE CONVERTED TO EMPLOYEE	Assign Onboarding Plan	Content	Recipient	Cadence
		Your Next Steps <ul style="list-style-type: none"> View Welcome Experience Fill out assigned custom fields and e-signature documents 	New Hire	10 minutes after new hire is created 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	Content	Recipient	Cadence
		Welcome to the Team	New Hire	2 days before start date
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AFTER START DATE	Feedback Questions Assigned	Content	Recipient	Cadence
		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	Content	Recipient	Cadence
		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