

Onboarding a new hire

Candidate hired in Greenhouse Recruiting



Pending hire in Greenhouse Onboarding



Pending hire converted to employee



Time before start date



After start date

System action	Email notification		
None	None		
Mapped custom fields from Greenhouse Recruiting populated in pending hire profile	Content Pending hire notification	Recipient Admins and super admins	Cadence Immediately
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
None	Welcome to the team	New hire	Configurable
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