

# NEOED ONBOARD IMPLEMENTATION

Enhancing the onboarding experience at Southwestern College



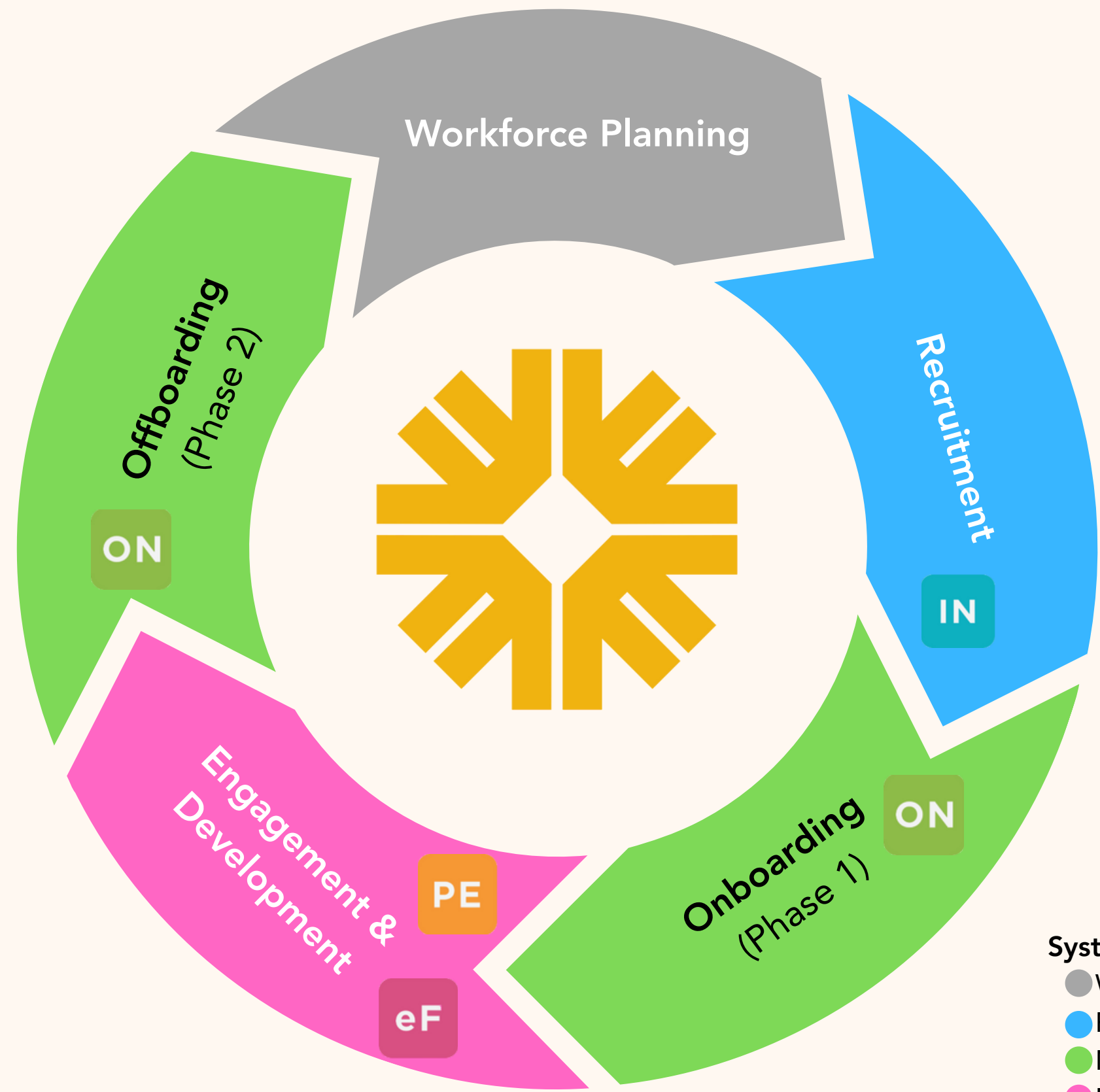
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# EMPLOYMENT LIFECYCLE

An end-to-end view of the employment experience at Southwestern College.

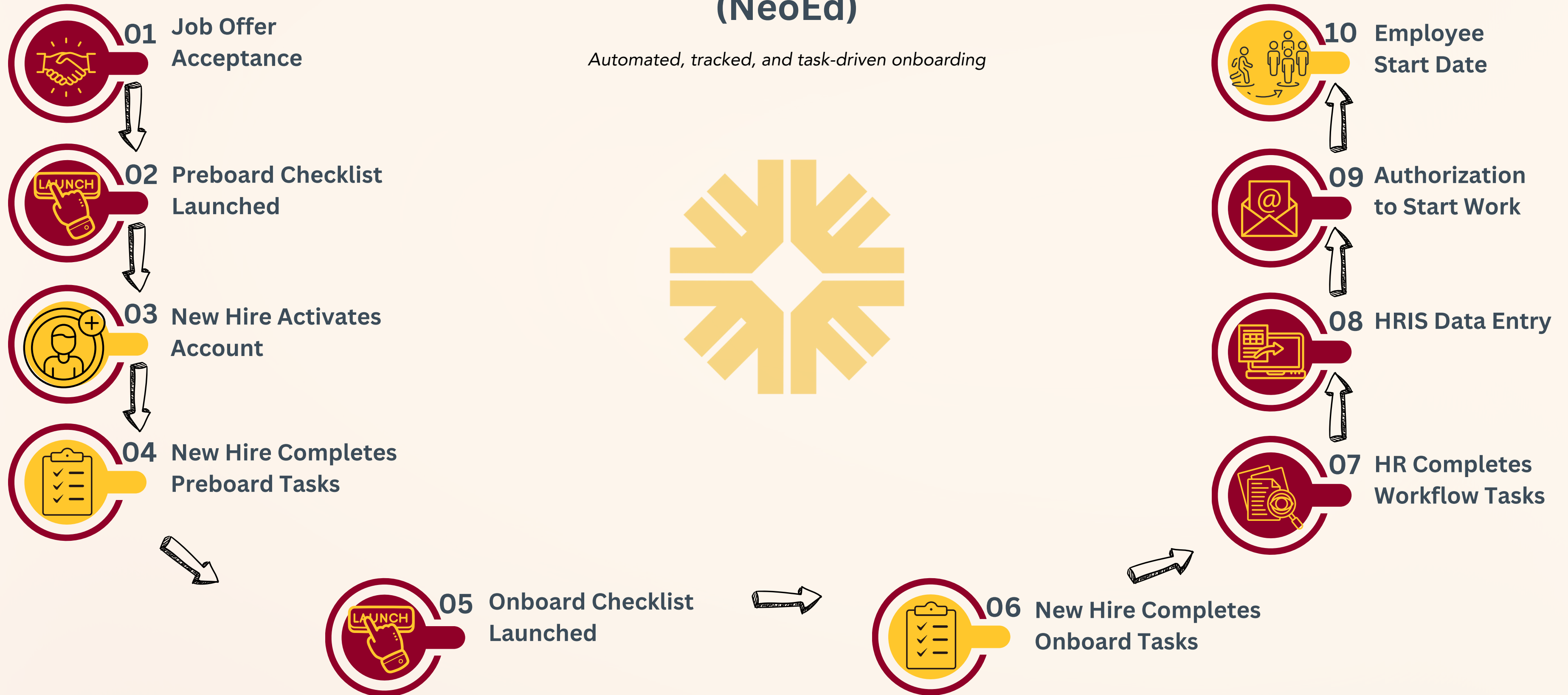


- Systems Used:**
- Workforce Planning – ServiceNow HRT
  - Recruitment – NeoEd Insight
  - New Hire Onboarding – NeoEd Onboard
  - Engagement & Development – NeoEd Perform & eForms
  - Offboarding – NeoEd Onboard



# Optimized Process HR Onboarding Workflow (NeoEd)

*Automated, tracked, and task-driven onboarding*



**Legend:**  
● HR Actions  
● New Hire Actions

# What's Different – and Why it Matters

**BEFORE**



- Forms sent via AdobeSign
- Limited visibility into form completion status
- Clearance tasks tracked separately on a spreadsheet

**AFTER**



- New Hires access forms via a NeoEd Portal
- Task-driven tracking provides complete visibility
- Clearance steps and forms combined in a unified checklist

- Faster Onboarding
- Less email, more tracking
- Standardize across teams
- HR + managers aligned



# From e-Paper to Portal: Simplifying Onboarding



**Move to Preboarding** Cancel Save & Submit

Applicant, First Test (Person ID : 58262268)

**Prehire Details**

\* required fields are marked with asterisk

**Hire Type**

☒ New Hire

☐ Rehire

\* Expected Start Date

MM/DD/YYYY

\* Position

TEST HR Business Analyst

**Hiring Manager**

Oscar Manager

\* Email

swchrttest-app1@gmail.com

**Onboard**

Overview **My Preboarding Portal** Forms Downloads Notes & Attachments

**Preboarding Portal**

**Welcome Efen!**

**Welcome to the Preboarding Portal at Southwestern College!**

Congratulations, **Efen Barrera (Test CSEA)**, on accepting your job offer! We are delighted to welcome you to **Southwestern College** and are here to support you every step of the way as you begin this exciting new chapter with us.

This Preboarding Portal is your starting point, guiding you through the initial steps **before** your official start date. This phase includes two critical requirements:

- **Live Scan Fingerprinting** – Ensures compliance with California Education Code related to background clearance.

**Checklist** Preview Checklist Timeline

0 %

<input type="checkbox"/> Complete the Confidential Conviction Questionnaire	1	3 weeks past due
<input type="checkbox"/> Complete the TB Risk Assessment Questionnaire	1	3 weeks past due
<input type="checkbox"/> Complete Live Scan Request Form	1	Pending

# Clarity at a Click: What Managers Can Now See

**BEFORE**



**AFTER**

