



e-office-Warm Welcome & Goodbye Power App

e-office

Power Apps

Pricing \$

CONTACT ME

Everything neatly prepared before the first or the last day of a colleague.

The Welcome & Goodbye App helps a company to have everything prepared, before a new colleague arrives or when a colleague leaves the company. This app enables the HR department to have control over the required tasks and keeps an overview of the status of the tasks.

Target Audience:

HR professionals who want everything neatly arranged in the staff turnover process and want to save time by using templates and automation. This application tracks and ensures that all action items involved in the process are completed by the stakeholders. When a colleague completes a task, he or she can submit the necessary input (related to the task) in the app.

How does the app work?

Setup:

HR will first have to set up the app as desired, for this the following steps are required:

1. Define the fields (information) that are important per employee;
2. Define the departments and the corresponding person responsible for the tasks;
3. Creation of all required tasks within the process + the expected input after completion of the task by the responsible person;
4. Assign tasks per department;
5. Job profiles can then be created and a choice can be made which tasks are associated with them.

Working with the app:

HR is then able to easily register a new or departing employee and automatically assign the necessary tasks to colleagues. These colleagues receive a request by e-mail to take up the task and to provide input where necessary on the task in question.

Both as an HR employee and as a task manager, you can see on an employee and on a personal level which tasks are still open.

The process of welcoming new colleagues and leaving colleagues often includes standard procedures or overlapping tasks. By using job profiles, you can still deviate from this person-specific, it takes less time to set out tasks in the organization. With the ultimate goal of having everything properly arranged in advance. So that a departing employee can leave the company with peace of mind or a new employee with a nice & welcome feeling can start on their first day!

Key features:

- As an HR professional you are fully in control of which information is important, because you can define the fields for the app yourself;
- Register a new employee or indicate that an employee will leave the company. The necessary tasks that are required for this are automatically shared with your colleagues, who are responsible for the task;
- Manage job profiles: which matters (tasks) must be arranged as standard in this job profile template;
- Manage tasks, who is responsible for the task and what input is expected after completion of the task; for example the login details of a new employee;
- The app provides an overview of outstanding tasks per employee and per department;
- Automatic reminder e-mails to the person responsible for the last outstanding task;
- Trends are visible where the process is slow or there is even a risk of not completing the required tasks on time. As an HR employee you immediately see who you should address about the outstanding task.

**These are the basic features of the app. Feel free to contact us to discuss any additional wishes or ideas.*

Offering

e-office helps you to implement the Power App. In the offering, the Configuring, Testing, handover to the HR- and IT-department and a 1 hour basic training for users is included.

#HR #Onboarding #offboarding #WellOrganised #HRDepartment

At a glance

Overview of the tasks or per person

Register a new employee or indicate that an employee will leave the company. The necessary tasks that are required for this are automatically shared with your colleagues

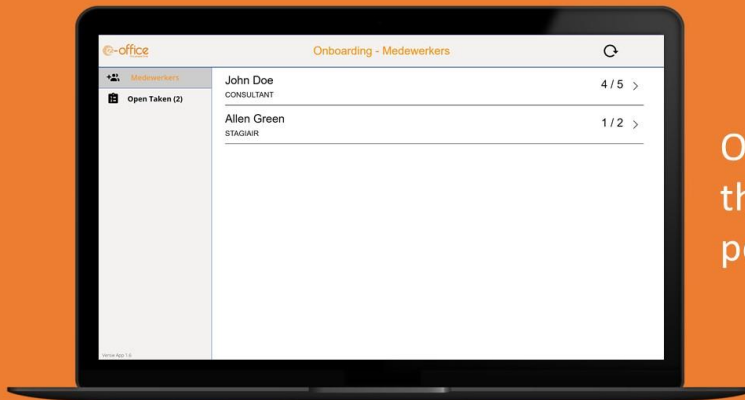
Use (job) Templates to save time

Determine which tasks are standard per template

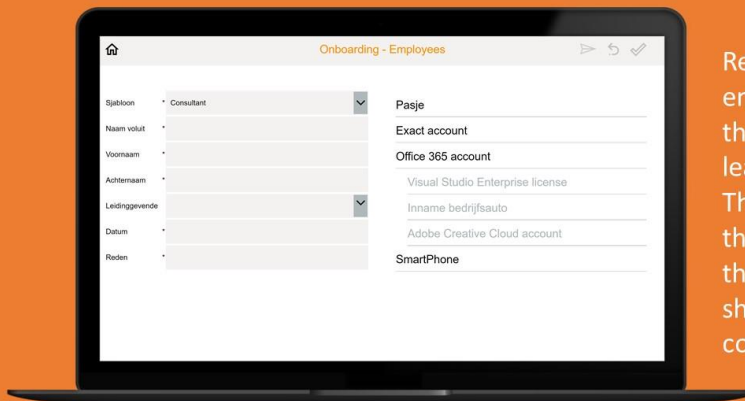
Define tasks and who is responsible

Assign tasks to a person or department

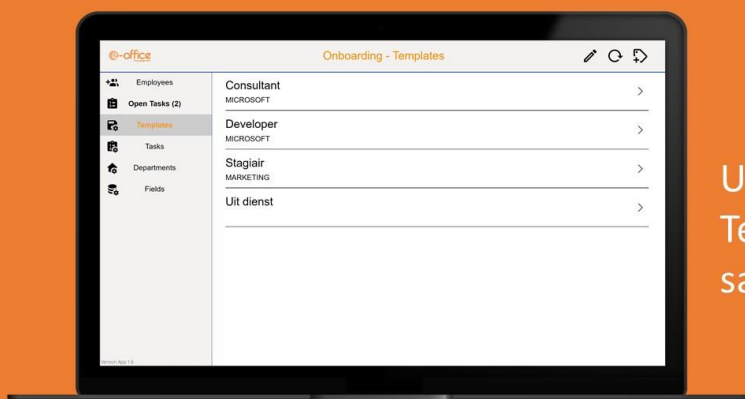
Create templates and tasks for when a colleague leaves the company



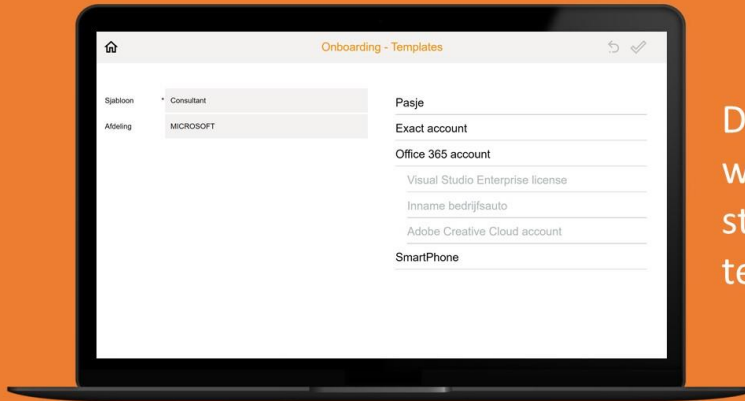
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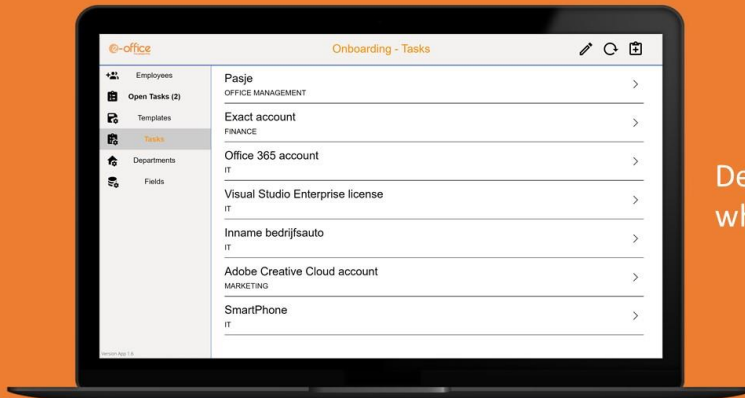
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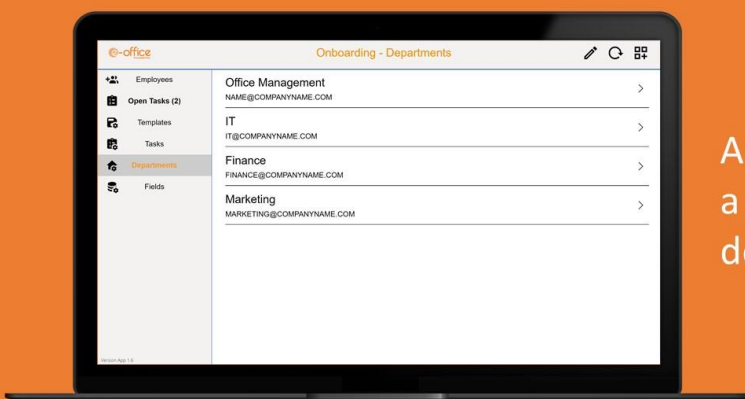
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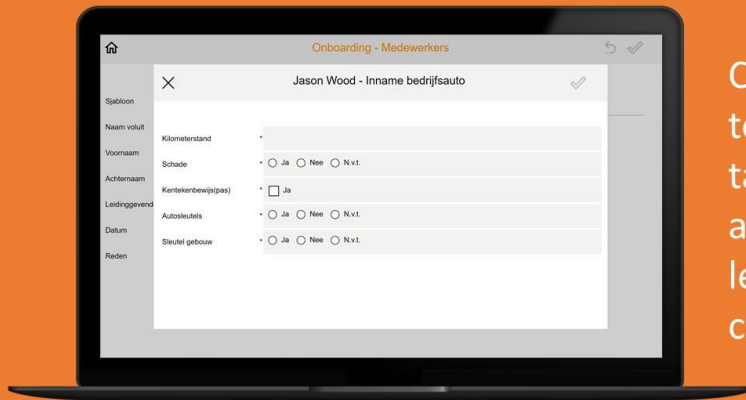
Determine which tasks are standard per template



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