

▼ futureHR Lab #001: AI Onboarding Companion

Lab Type: Idea

Estimated Time: 30–45 mins

Skill Level: Beginner

```
# Let's begin by printing your name to personalize the notebook
your_name = "Cianna Morales"
print(f"Welcome to the lab, {Cianna Morales}!")
```

STAR Method Lab Prompt

Situation:

A mid-sized organization is experiencing rapid growth and hiring multiple new employees each month. The HR team relies on manual processes using email, spreadsheets, and paper forms to onboard new hires. This results in delayed paperwork, inconsistent communication, missed training sessions, and a poor first-day experience for employees. HR staff spend excessive time answering repetitive questions instead of focusing on employee engagement and compliance.

Task:

Design an AI-powered onboarding and HR automation solution using Google Workspace tools (Gmail, Google Docs, Google Forms, Google Calendar, Google Chat, and Google Drive) that:

- Streamlines the onboarding process
- Reduces manual HR workload
- Improves communication and scheduling accuracy
- Provides a positive, organized onboarding experience for new hires

Action:

I designed an integrated onboarding system using Google tools and AI automation:

Automated Offer & Welcome Emails (Gmail + AI Templates)

Used AI-generated email templates to send personalized offer letters and welcome messages.

Triggered emails automatically when a new hire is added to a Google Sheet.

Digital Onboarding Packet (Google Docs + Drive)

Created a standardized onboarding packet (policies, handbook, role expectations).

AI auto-customizes documents based on role, department, and start date.

Smart Forms & Data Collection (Google Forms + Sheets)

New hires complete onboarding forms digitally.

Responses automatically populate an HR master sheet for tracking and compliance.

AI-Assisted Scheduling (Google Calendar)

Automatically schedules orientation sessions, training, and manager check-ins.

Sends reminders to both HR and new hires.

New Hire Support Bot (Google Chat + AI)

Built an AI chatbot in Google Chat to answer FAQs about benefits, dress code, IT setup, and company policies.

Reduces repetitive HR inquiries.

Workflow Automation (Apps Script)

Connects all tools to automate document sharing, reminders, and task assignments.

Notifies IT and managers when onboarding steps are completed.

Expected Result:

Reduced onboarding administrative time by 50–60%

Eliminated missed onboarding steps and scheduling errors

Improved new hire satisfaction and first-week readiness

Increased HR efficiency, allowing the team to focus on employee engagement and retention

Created a scalable onboarding system that supports company growth

Your Assignment

Use this section to complete your deliverable:

- **Company Type**: Mid-sized healthcare organization
- **AI Assistant Name**: "OnboardCare AI"
- **Main Channels**: Gmail, Google Chat, Google Docs, Google Forms, Google Calendar
- **Actions Taken**:
 - Automatically sends personalized offer and welcome emails through Gmail
 - Shares role-specific onboarding documents and employee handbook via Google Docs and Drive
 - Collects employee information and compliance forms using Google Forms synced to Sheets
 - Answers common onboarding questions (benefits, dress code, schedules) through an AI-powered Google Chat assistant
 - Automatically schedules orientation, training sessions, and manager check-ins using Google Calendar
- **Expected Outcome**:
 - Faster and more organized onboarding process
 - Reduced HR administrative workload by approximately 50%
 - Improved new hire satisfaction and first-week readiness
 - Fewer repetitive HR inquiries and improved internal communication