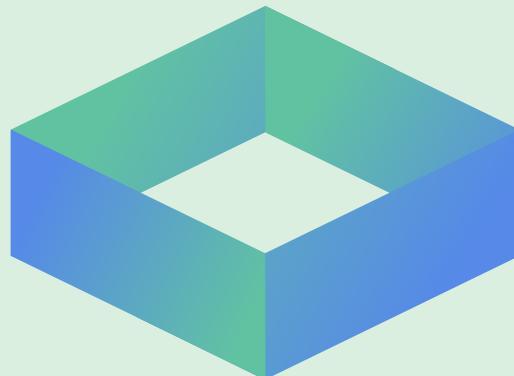
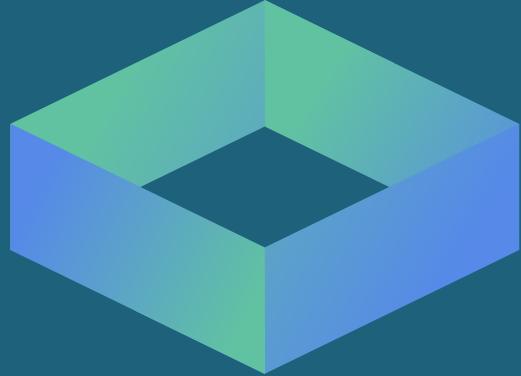


# THE DIGITAL HANDBOOK

THE FIRST STEP FOR ALL  
NEW EMPLOYEES





# Welcome to Bayview Automations!

abcabca  
bcabca  
cabca

# SUMMARY OF TOPICS

## MAIN POINTS COVERED

- Company Profile
- The Ideal Employee
- From Hiring to Onboarding
- Team Responsibilities
- Employee Response
- HR Satisfaction Survey
- Additional Recommendations



Indifference and neglect  
often do much more  
damage than outright  
dislike.

---

J.K. ROWLING

# COMPANY PROFILE

# WHO WE ARE AND WHAT WE DO

abcabcabcabcabcabcabcabcabcabc



**GROWING STEADY**



**50**

**NEW EMPLOYEES THIS YEAR**

# THE IDEAL EMPLOYEE

# WORK ETHIC

abcabcabcabcabcabcabcabcabcabcabc

# PERSONALITY

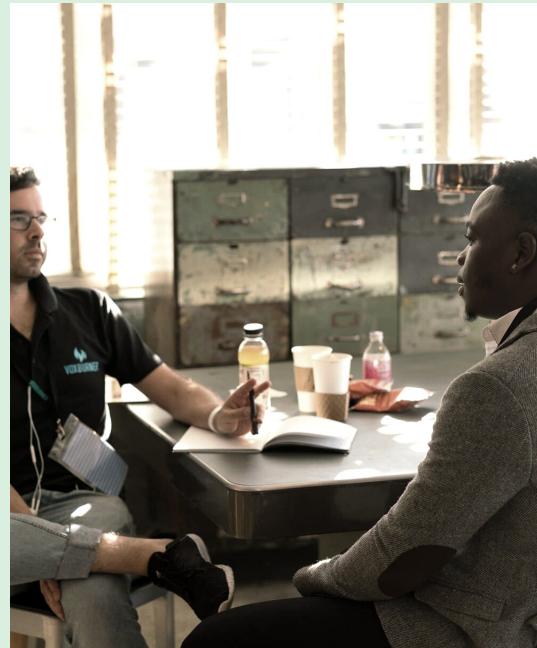
# GROWTH

abcabcabcabcabcabcabcabc



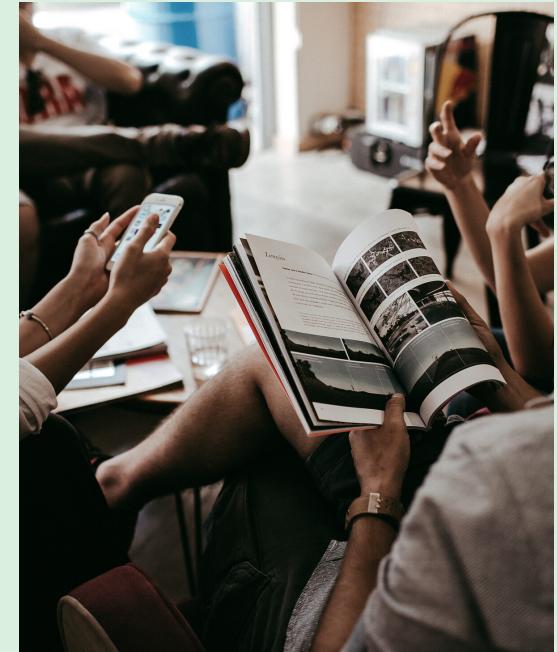
## APPLICATION

abcabcbabcabcabcabcabc  
bcabcbabcabcabcabcabc



## INTERVIEW

abcabcbabcabcabcabcabc  
bcabcbabcabcabcabcabc



## ONBOARDING

abcabcbabcabcabcabcabc  
bcabcbabcabcabcabcabc

# THE FIRST DAY



## OFFICE TOUR

abcabcbabcabcabc  
abcabcbabcabcabc  
abcabcbabcabcabc  
abcabcbabcabcabc  
abcabcbabcabcabc

## ID AND EMAIL CREATION

abcabcbabcabcabc  
abcabcbabcabcabc  
abcabcbabcabcabc

## TEAM MEETINGS

abcabcbabcabcabc  
abcabcbabcabcabc  
abcabcbabcabcabc  
abcabcbabcabcabc



# INTRODUCTIONS

abcabcabcabcabcabcabcabcab

# TEAM FILES AND PROJECTS

abcabca  
bcabca

# OFFICE MATERIALS

abcabcbabcabcabcabcabcabcabc  
abcabcbabcabcabcabcabcabcabc

# TEAM-SPECIFIC PROTOCOL

abcabcbabcabcabcabcabcabcabc  
abcabcbabcabcabcabcabcabcabc

# THE WELCOME KIT



Company  
Coffee Mug



Company  
Tote



Team Shirt



**96%**

AVERAGE EMPLOYEE  
SATISFACTION RATE



**57**

NEW HIRES LAST YEAR

# LAST YEAR'S RESULTS

abcabcabcabcabcabcabc  
abcabcabcabcabcabcabc  
                          abca

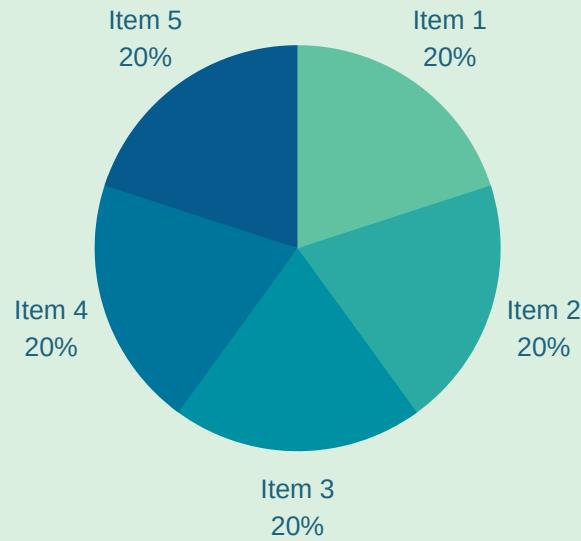
## THIS YEAR'S RESULTS

abcabcabcabcabcabcabc  
abcabcabcabcabcabcabc  
                  gbcg

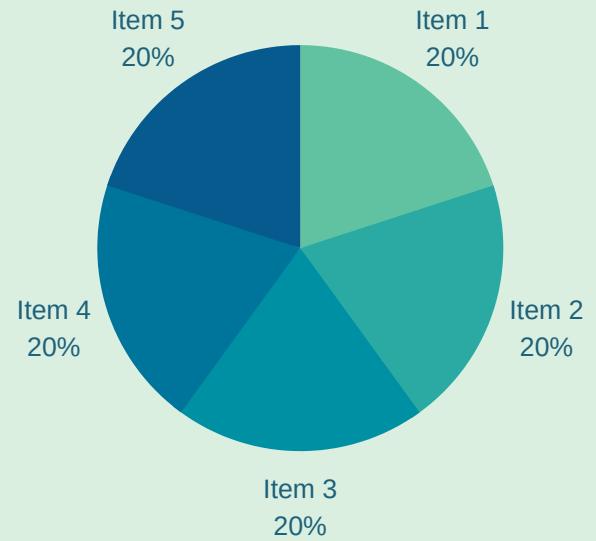
# ONBOARDING PERFORMANCE



SATISFACTION



EFFICIENCY

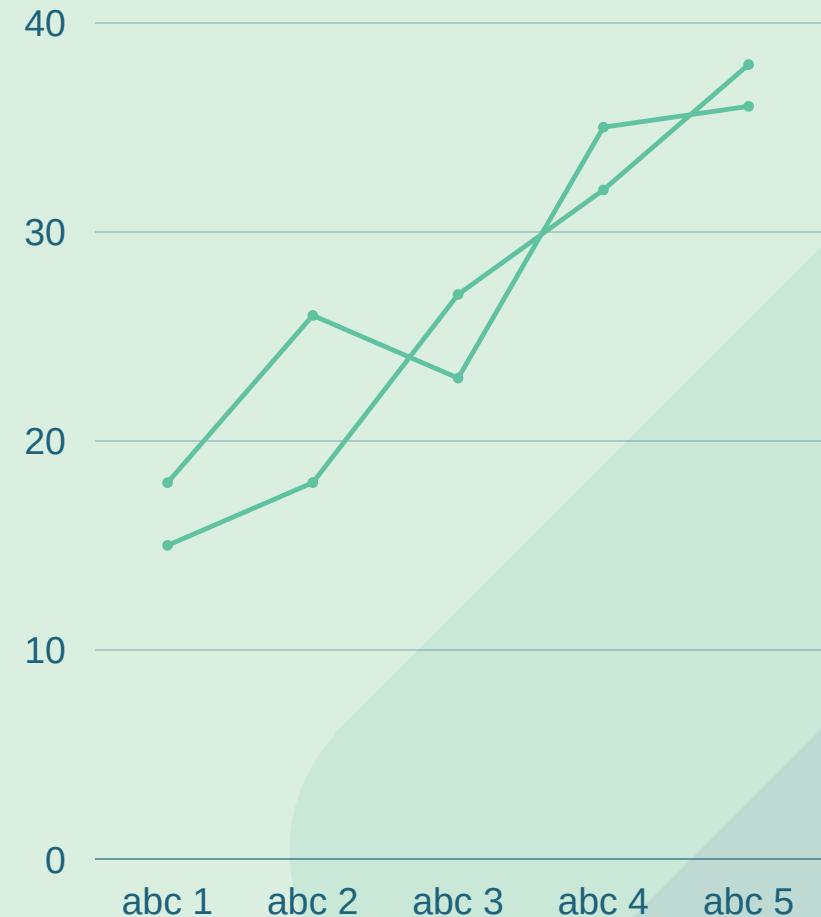


RESOURCES

# EMPLOYEE RETENTION (2015-2020)

DATA FROM 2015-2020

abcabcbabcabcabcabcabcabcab  
cabcabcabcabcabcabcabcabcabc  
abcabcabcabcabcabcabcabcabcab



# CAREER GROWTH

## FIRST YEAR

abcabcbabcabcabcabcabca  
bcabcbabcabcabcabcab  
cabcabca

## SECOND YEAR

abcabcbabcabcabcabcabca  
bcabcbabcabcabcabcab  
cabcabca

## THIRD YEAR

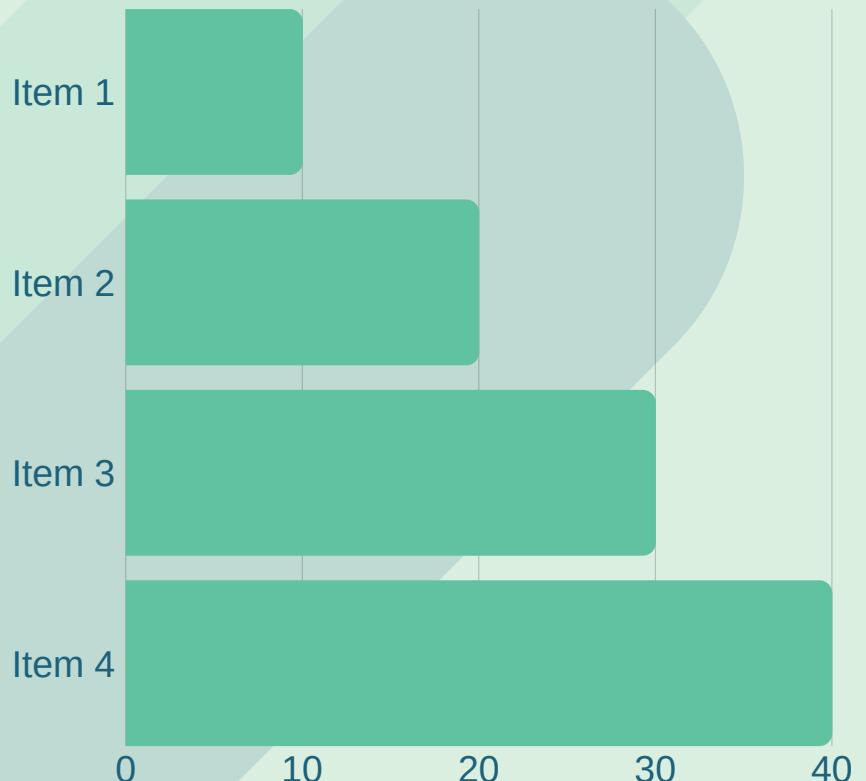
abcabcbabcabcabcabcabca  
bcabcbabcabcabcabcab  
cabcabca

## FOURTH YEAR

abcabcbabcabcabcabcabca  
bcabcbabcabcabcabcab  
cabcabca

# EMPLOYEE ENGAGEMENT

PERFORMANCE AND  
RESPONSIBILITIES



abcabcabcabcabcabcabcabc  
abcabcabcabcabcabcabcabc

## "FIRST MONTH" ONE-ON-ONE MEETING

abcabcbcabcbcabcbcabcbcabcbcab  
cabcbcabcbcabcbcabca

## TEAM BUILDING EXERCISES

abcabcbcabcbcabcbcabcbcabcbcab  
cabcbcabcbcabcbcabca

## FIRST WEEK CHECKLIST

abcabcbcabcbcabcbcabcbcabcbcab  
cabcbcabcbcabcbcabca

## INTERDEPARTMENTAL COMMUNICATION

abcabcbcabcbcabcbcabcbcabcbcab  
cabcbcabcbcabcbcabca



## ONBOARDING REVIEW

abcabca  
bcabca

## PERFORMANCE REPORTS

abcabca  
bcabca

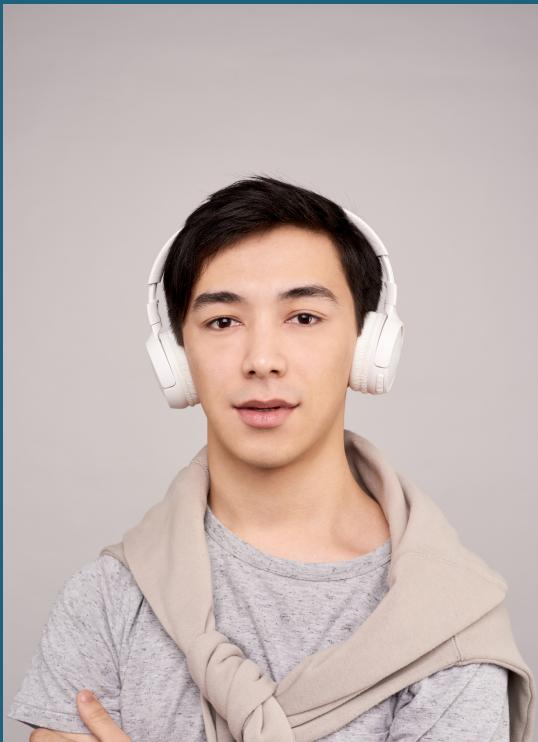
## ADDITIONAL SUGGESTIONS

abcabca  
bcabca

# ONBOARDING SEMINAR

9:00 AM  
11:00 AM  
12:00 PM

HR ROUNDTABLE  
OPEN DISCUSSION  
COMPANY LUNCHEON



REAGAN  
MATTFIELD  
HR Manager



VICKY LANG  
Employment Manager



DORIAN CHO  
HR Specialist

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