



MANAGER TOOLKIT

INTEGRATING NEW TEAM MEMBERS

**Module 1 – Pre-onboarding & Welcoming
a New Team Member**

**Storyboard – Final
March 2023**

MANAGER TOOLKIT: INTEGRATING NEW TEAM MEMBERS

Module 1 - Pre-onboarding & Welcoming a New Team Member

TARGET AUDIENCE:

Hiring managers in all areas of Excel Engineering Solutions.

LEARNING OBJECTIVES:

1. List pre-onboarding benefits (Leadership credibility, engagement, learning curve, turnover)
2. Identify the 5 pre-onboarding steps (From signed contract to first day)
3. State pre-onboarding timeline (HR paperwork, training, prepare workspace, IT connections)

SEAT TIME: Approximately 30 minutes








OUTLINE

1. Title
2. Navigation
3. Introduction
4. Objectives
5. Pre-onboarding Benefits
6. Steps to successful Pre-onboarding
7. Step 1 – Getting Started
8. Step 2 – Prepare Work Environment
9. Step 3 – Follow-up
10. Step 4 – Final Check-in
11. Step 5 – First Day
12. 2 knowledge checks
13. Summary
14. Quiz
15. Conclusion

DESIGN ELEMENTS

Font: Open Sans (Headings, Body)

Color Palette

Color	RGB	HEX	Color	RGB	HEX
	2-51-92	#02335C		88-70-58	#58463A
	1-113-176	#0171B0		112-113-80	#707150
	92-136-176	#5C88AF		248-184-5	#F8B805
	144-170-193	#90AAC1			

GLOBAL COMMENTS

Slide Master: 16:9, No border, white background unless specified.

Graphic: 4 small vertical rectangles multi-colored subsequently fly-in from top (00.25s each)

Slide heading: Dark blue, Open Sans Headings 24 pt bold. | fades in after 4 rectangles | Slide headings appear in the menu, unless otherwise specified.

Slide Text: Black, Open sans, 20 pt or less

Player: Classic Player, Includes Excel Logo (vertical)



STORYBOARD COMMENTS FOR DEVELOPERS

Slide numbers with letters (1.6a) indicate slide layers of the base layer slides


Text in [brackets] is for informational purpose, does not appear on the slide

On-screen Text (OST) appears with **audio** (words in **bold**) unless there is a number in [brackets] within the sentence indicating when text appears

Except for Excel building, photos are from Storyline stock photos or purchased.

Deadline for SMEs review: April 5, 2023

Please review accuracy and unity of this ELearning in the notes section of each slide. Use track changes for adding or removing text, and typographic or grammatical errors.


Slide 1.1/ Title: Manager Toolkit for Integrating New Team Members: Module 1 – Pre-Boarding & Welcoming a New Team Member			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover
 <p>Background of Excel building – with filter and transparency</p> <p>White lines framing the title Title in partial frame Subtitle in partial frame, blue fill and white font – subtitle span the width of title</p> <p>Module 1 – semi-transparent blue fill, white font Navigation and start buttons have white font- no fill- white outline</p>	<p>White lines appear one by one in flying pattern left to right, top to bottom, right to left, bottom to top creating a frame.</p> <p>Scrolling pane 1 Heading flies top-down Subheading flies bottom-up</p> <p>Scrolling pane 2 Module 1 flies top-down from below subheading</p> <p>Buttons on hover have blue fill</p>	<p>[1] [Heading] Manager Toolkit [Subheading] Integrating New Team Members</p> <p>[2] [Module] Module 1 – Successful Pre-Boarding & Welcoming</p> <p>[3] [Button] Navigation</p> <p>[4] [Button] Start</p>	<p>[1] Welcome to the Manager Toolkit: Integrating New Team Members ELearning Course. This 5-module toolkit will help you successfully onboard new employees.</p> <p>[2] In Module 1 – Pre-onboarding & Welcoming a New Team Member, you will learn the different steps to take prior to welcoming your new team member.</p> <p>[3] If you need guidance with navigating the course, click the navigation button.</p> <p>[4] Otherwise, click the Start button to begin the course.</p>
Notes:			



Slide 1.2/ Title: <i>Navigation</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Background is a large rectangle with round corner in #90AAC1. 6 icons are placed in two columns and three rows. Column and row color: #F8B805 Prev/next icon (one screenshot) is placed at the bottom of the rectangle</p> <p>Use screenshot of navigation components. Components are inserted to left of the text.</p> <p>(bottom of the player) uses smaller font</p> <p>Click Next Button is in a tab-like small white fonts – dark blue, white outline</p>	<p>[1-7] Objects and text fly left-right with VO</p> <p>[8] Click Next Button flies bottom-up</p>	<p>[Title] Navigation</p> <p>[1] Menu – review information on a specific slide</p> <p>[2] Pause and Play – stop or play the slide (bottom of the player)</p> <p>[3] Seekbar – rewind or forward the information on each slide (bottom of the player)</p> <p>[4] Replay – play the entire slide again (bottom of the player)</p> <p>[5] Volume – adjust the volume (bottom of the player)</p> <p>[6] Accessibility – options are located here (bottom of the player)</p> <p>[7] Previous/Next – go backward or forward in the course (bottom of the player)</p> <p>[8] Click Next Button</p>	<p>[1] To review information on a specific slide, click the link from the Menu to the left of the player.</p> <p>[2] You can pause the player at anytime, to take notes if desired. Click again to continue playing.</p> <p>[3] The seekbar allows you to rewind or forward the information on each slide, or you can click the</p> <p>[4] replay button to play the entire slide again.</p> <p>[5] Click the volume icon to adjust the volume.</p> <p>[6] Accessibility options are located here.</p> <p>[7] Finally, If you would like to go backward or forward in the course, click the previous or next buttons.</p> <p>[8] When you are ready, click Next to begin the course.</p>
Notes:			


Slide 1.3/ Title: [Introduction] <i>Why this Toolkit</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Background: use an image of bar graph – with transparency</p> <p>6 numbered ovals using different colors from the palette. Numbers are white</p> <p>Two columns – 3 rows no fill</p> <p>[7] no audio. Small font in italics, bottom and centered to the slide</p> <p>[8] Click Next Button is in a tab-like small white fonts – dark blue, white outline</p>	<p>Numbers and text fly bottom-up timed with VO.</p> <p>[8] Click Next Button flies bottom-up.</p>	<p>[Title] Why this Toolkit</p> <p>[1] Inadequate process leads to losing top talents. 22% of new employees quit within the first 45 days.</p> <p>[2] New hires are ill prepared for their first 30-90-120 days.</p> <p>[3] 54% greater productivity and better performance among new hires.</p> <p>[4] 69% of new hires remain in the company after 3 years with a solid onboarding plan.</p> <p>[5] Proven and systematic methods lead to successful onboarding.</p> <p>[6] 5-question quiz at end of Module 1. 80% success to pass and move to Module 2.</p> <p>[7] Data by Office Vibe from more than 1,000 organizations in 150+ countries.</p> <p>[8] Click Next Button.</p>	<p>As a hiring manager your goal is to build a great team. Unfortunately</p> <p>[1] Our employee survey shows dissatisfaction with the onboarding process. We have lost top talents after hiring them. An international survey has shown that 22% of new employees quit within the first 45 days.</p> <p>[2] New hires have complained about feeling ill prepared for their first 30-90-120 days. Based on employees’ feedback, our lack of organization makes them feel unwelcomed.</p> <p>[3] We want new hires to have a great experience from the moment they sign their contract and know they chose the right company. Increase employees’ engagement and productivity. 54% greater productivity and better performance among new hires who have gone through planned onboarding.</p> <p>[4] 69% of new hires remain in the company after 3 years with a solid onboarding plan.</p> <p>[5] Until now, our company did not have an onboarding procedure. By using proven and systematic methods, this toolkit will give you solid skills to successfully onboard new hires.</p> <p>[6] We want to ensure you successfully onboard new hires. At the end of each module, a quiz will assess your knowledge and readiness to implement the toolkit.</p>

















Slide 1.3/ Title: [Introduction] <i>Why this Toolkit</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
			<p>There are 5 questions. A score of 80% will unlock the next module.</p> <p>[7] No VO</p> <p>[8] When you are ready, click next to continue this Module.</p>
Notes:			

Slide 1.4/ Title: <i>Objectives</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>50/50 Layout</p> <p>Left side</p> <p>-title, intro, objectives</p> <p>line above each objective, same color than filled color icon</p> <p>Icons are white and represent the objectives (1. Checklist, 2. Steps, 3. Calendar or clock)</p> <p>Right side</p> <p>First row: one photo takes 60% of the right side</p> <p>Second row: two smaller photos below the large one.</p>	<p>Components timed with VO</p> <p>[1] Fade in</p> <p>[2] [4] group -wipe from left</p> <p>[5] Click Next Button flies bottom-up.</p>	<p>[Title] Objectives</p> <p>[1] By the end of Module 1, you will be able to:</p> <p>[2] List pre-onboarding benefits Leadership credibility, engagement, learning curve, turnover</p> <p>[3] Identify the pre-onboarding steps From signed contract to first day</p> <p>[4] State the pre-onboarding timeline HR paperwork, training, prepare workspace, IT connections</p> <p>[5] Click Next Button.</p>	<p>[1] By the end of Module 1, you will be able to:</p> <p>[2] List pre-onboarding benefits Including but not limited to establishing leadership credibility, allowing new hires to feel part of the company prior to day one, reducing learning curve and premature turnover.</p> <p>[3] Identify the pre-onboarding steps Required to perform from the moment a candidate has signed the job offer to first day.</p> <p>[4] And finally, you will be able to state the pre-onboarding timeline from creating an employee number with HR, sending online training to setting up their workspace.</p> <p>[5] When you are ready, click next to continue.</p>

Slide 1.4/ Title: Objectives			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Left and right side are separated by the same 4 small vertical multi-colored rectangles that are in the title. The rectangles span the length of the slide. See below.</p>  <p>[5] Click Next Button is in a tab-like small white fonts – dark blue, white outline</p>			
Notes:			

Slide 1.5/ Title: Pre-onboarding Benefits			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>40/60 Layout</p> <p>Left side</p>  <p>Checked icons with different colored background, from palette for each benefit</p> <p>Benefits are vertically distributed.</p> <p>Right side</p> <p>Start with photo below from storyline stock photos</p>  <p>Then for [2-5] use images illustrating the points</p> <p>On [6] reuse initial image</p> <p>[7] Click Next Button is in a tab-like small white fonts – dark blue, white outline</p>	<p>Bold text and icon are grouped and appear with audio</p> <p>Images from [2-6] fly in alternatively from right, bottom, top</p> <p>[7] Click Next Button flies bottom-up.</p>	<p>[Title] Pre-onboarding Benefits</p> <p>[1] [empty]</p> <p>[2] employee readiness</p> <p>[3] increase the retention rate</p> <p>[4] Reduce the learning curve</p> <p>[5] Increase employee engagement</p> <p>[6] earlier and better employee performance</p> <p>[7] Click Next Button.</p>	<p>[1] As you have read in the slide Why this Toolkit, our company is losing top talents due to a disorganization and inability to create a solid onboarding plan. The benefits of a pre-onboarding plan are:</p> <p>[2] employee readiness from day one. When a new hire starts with a workspace, a computer, and his name in the system already set up, he will feel welcome.</p> <p>[3] This readiness will increase the retention rate. One employee who recently quit after 3 weeks stated in his exit survey “When I arrived for my first day at work, I didn’t have a workstation, a computer, my name was not in the system. It took an entire week to get me set up. This has had an impact on my opinion on the company and the manager I would be working with.”</p> <p>[4] Reduce the learning curve by sending online training, information on the team prior to day one.</p> <p>[5] by reducing the learning curve, we increase employee engagement, which leads to</p> <p>[6] an earlier and better employee performance.</p> <p>[7] When you are ready, click next to continue.</p>
Notes:			

Slide 1.6/ Title: <i>Steps to Successful Pre-onboarding</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Background starts with a close-up photo of a desk with laptop and other desk items. top of photo has enough white so the steps are readable.</p> <p>Steps are first listed in text box appearing altogether.</p> <p>Then text fades before the interactions and branching start. Desk photo become more transparent.</p> 	<p>[1] appears at “you will start”.</p> <p>list starts fading at “Let’s explore each step” to leave a blank slide. Background becomes more transparent.</p> <p>[2] – [6] a half arc starts spinning while a circle fades in inside. A button fades in with the step number. Arc ends and the title of the text in a rounded rectangle flies in from the arc (scrolling pane). For next step, the arc line up and start at the bottom of previous arc.</p> <p>Branching scenario. All steps are disabled until VO is completed. Step 1 then becomes normal. Learner clicks 1 Getting started then comes back to this slide. Steps have a check mark with title in italics and</p>	<p>[Title] Steps to Successful Pre-onboarding</p> <p>[1]</p> <p>[2] Getting Started Prepare Work Environment Follow-up Final Check-in First Day</p> <p>[3] 1 Getting Started</p> <p>[4] 2 Prepare Work Environment</p> <p>[5] 3 Follow-up</p> <p>[6] 4 Final Check-in</p> <p>[7] 5 First Day</p> <p>[8] Complete each step in order.</p>	<p>[1] After the candidate has signed the offer letter, you will start the 5 steps below. There is a lot to know and prepare. Your diligence in following the steps will insure a successful pre-onboarding. Let’s explore each step in detail.</p> <p>[2] Step 1 Getting Started will show you the immediate 3 actions to take when you receive the signed offer letter.</p> <p>[3] Step 2 Prepare the Work Environment is the longest step and will take several weeks to complete.</p> <p>[4] Step 3 Follow-up is an important element to ensure all orders arrive and IT requests are done prior to the arrival of the new hire.</p> <p>[5] Step 4 Final Check-In is done few days before the start of the new hire.</p> <p>[6] Step 5 First Day. Several activities are put in place to make the first day exciting for both the new hire and your team.</p> <p>[7] Complete each step in order. You will return to this slide after each step to continue to the following step. To start, click Step 1-Getting Started.</p>

Slide 1.6/ Title: <i>Steps to Successful Pre-onboarding</i>																		
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:															
 <p>Colors for steps</p> <p>Step 1:</p> <table border="1"> <tr> <td></td> <td>1-113-176</td> <td>#0171B0</td> </tr> </table> <p>Step 2:</p> <table border="1"> <tr> <td></td> <td>248-184-5</td> <td>#F8B805</td> </tr> </table> <p>Step 3:</p> <table border="1"> <tr> <td></td> <td>112-113-80</td> <td>#707150</td> </tr> </table> <p>Step 4:</p> <table border="1"> <tr> <td></td> <td>144-170-193</td> <td>#90AAC1</td> </tr> </table> <p>Step 5:</p> <table border="1"> <tr> <td></td> <td>88-70-58</td> <td>#58463A</td> </tr> </table> <p>[7] appears top right corner, small font size.</p>		1-113-176	#0171B0		248-184-5	#F8B805		112-113-80	#707150		144-170-193	#90AAC1		88-70-58	#58463A	<p>smaller font size showing they have been visited.</p> <p>When learner comes back, step 2 is unlocked after step 1, then step 3, 4, 5, until all steps are visited.</p> <p>Next button becomes normal after ALL steps are visited.</p>		
	1-113-176	#0171B0																
	248-184-5	#F8B805																
	112-113-80	#707150																
	144-170-193	#90AAC1																
	88-70-58	#58463A																
Notes:																		

Slide 1.7/ Title: 1- Getting Started			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>50/50 layout BLANK LAYOUT</p> <p>Left side</p> <p>Title</p> <p>3 icons with text, vertically distributed.</p> <p>White icons reflecting the text with a colored circle behind. Text to the right of the icon.</p> <p>Dark Blue for Welcome</p> <p>Yellow for HR Paperwork</p> <p>Kaki for Training</p> <p>Right side</p> <p>Photo of a building</p> <p>Layers will appear on top of the building.</p>	<p>The title uses the same animation than 1.</p> <p>Getting started in slide 1.6</p> <p>[1] Text is centered in first half in blue rectangle, white font, italics</p> <p>Welcome, HR Paperwork, and Training Fade sequentially. They start disabled until VO ends</p> <p>Hover state: Icon circle becomes bigger; text is underlined.</p> <p>Slide layers are disabled until VO ends in the introduction. First Icon/Welcome becomes clickable after VO ends.</p> <p>The learner can click on following icon/text in order.</p> <p>HR Paperwork and Training are sequentially clickable.</p>	<p>[Title] 1 Getting Started</p> <p>[1] Congratulations on hiring a new team member!</p> <p>Click on each icon for the initial steps to take.</p> <p>Welcome</p> <p>HR Paperwork</p> <p>Training</p> <p>[2] Click Next Button</p>	<p>[1] Congratulations on hiring a new team member! Click on each icon to learn about all the initial steps to take.</p> <p>[2] When you have reviewed all steps, click next to continue.</p>

Slide 1.7/ Title: 1- Getting Started			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
	<p>When learner clicks on each item, a slide layer appears to the right, on top of the building. See slide layers for details.</p> <p>Next button is hidden until all layers are visited. Next button jumps to 1.6 Steps to Successful Pre-onboarding</p>		
Notes:			


Slide 1.7a/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>50/50 layout BLANK LAYOUT</p> <p>Keep base layout visible on slide layer.</p> <p>Same Blue than icon 15% transparent rectangle, white font. Rectangle covers 80% of photo, so font size is not too small.</p>	<p>Text fly-in from bottom.</p> <p>HR Paperwork becomes clickable.</p>	<p>[Welcome layer]</p> <p>Send a welcome e-mail to the new hire. In the e-mail:</p> <ol style="list-style-type: none"> 1. Reiterate your enthusiasm to bring new member on board 2. Ask or confirm (if shared during interview) preferred pronouns and name 3. List required actions prior to first day (<i>HR will send forms, required training</i>) 4. List activities you are undertaking (<i>office and IT setup</i>) 5. Include preliminary information on the company/dept <p>If the position is remote, mail a company welcome swag immediately.</p>	<p>When you receive the signed offer letter, welcome the new hire via email. Inform the new hire of the paperwork, training and activities that will happen before the first day of work. Take a moment to review the list on the screen. Click on HR Paperwork when you are ready.</p>
Notes:			

Slide 1.7b/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>50/50 layout BLANK LAYOUT</p> <p>Keep base layout visible on slide layer.</p> <p>Same Yellow than icon 15% transparent rectangle, white font. Rectangle covers 80% of photo, so font size is not too small.</p> <p>Insert a large white warning icon</p>	<p>Text fly-in from bottom.</p> <p>Training becomes clickable.</p>	<p>[HR Paperwork layer]</p> <p>IMPORTANT</p> <p>Please obtain the employee number with HR within the next two-days of signed offer. It is needed to setup access to network and other internal platforms.</p> <p>Confirm with Human Resources (HR)</p> <ol style="list-style-type: none"> 1. Contract received 2. Tax forms sent 3. Links to payroll and benefits sent 4. Employee handbook sent 5. Confidentiality agreement sent 	<p>This step is the most important step. Obtain an employee number with HR. This should take 24 to 48 hours. Take a moment to review the list on the screen. Click on Training when you are ready.</p>
Notes:			


Slide 1.7c/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>50/50 layout BLANK LAYOUT</p> <p>Keep base layout visible on slide layer.</p> <p>Same Kaki than icon 15% transparent rectangle, white font. Rectangle covers 80% of photo, so font size is not too small.</p> <p>Insert a large white warning icon</p>	<p>Text fly-in from bottom.</p> <p>[2] Click Next Button flies bottom-up. Next button jumps to first KC</p>	<p>[Training layer]</p> <p>[1] Send required training for HR</p> <ol style="list-style-type: none"> 1. CEO welcome video 2. HIPPA 3. Sexual harassment 4. Active shooter 5. Unconscious bias <p>Send training and information specific to department/unit</p> <ol style="list-style-type: none"> 1. Overview of dept/unit 	<p>[1] You will send the new hire a list of online training to be completed prior to first day of employment. Take a moment to review the list on the screen.</p> <p>[2] When you have reviewed all steps, click next to continue.</p>

Slide 1.7c/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>“Click Next Button” is in a rounded corner rectangle, with bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline</p>		<ol style="list-style-type: none"> 2. Organization chart 3. If applicable, link to software training 4. Summary of current projects new hire will join <p>[2] Click Next Button</p>	
Notes:			

Slide 1.8/ Title: 2- Prepare Work Environment						
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:			
<p>Blank layout</p> <p>Title color</p> <table border="1" data-bbox="107 889 541 922"> <tr> <td style="background-color: #f8b800; width: 20px;"></td> <td>248-184-5</td> <td>#F8B805</td> </tr> </table> <p>Keep base layout visible on slide layers.</p> <p>Two tabs with different colors span the width of slide (equal size tabs) are below the title.</p> <p>Above second tab, blue rectangle, white font.</p> <p>A photo representing an office space with view to a city.</p>		248-184-5	#F8B805	<p>The title uses the same animation than 1. Getting started in slide 1.6 . Use the title color per visual instructions</p> <p>Tabs are disabled until narration ends.</p> <p>Next button is hidden until tabs are visited. Next button jumps to Knowledge check 2.</p>	<p>[Title] Prepare Work Environment</p> <ol style="list-style-type: none"> [1] Work Space Setup Information Technology Setup [2] Click all sections of each tab before continuing 	<ol style="list-style-type: none"> [1] As soon as you receive the employee number from HR, you will be able to prepare the work environment for the new hire. Click on Work Space Setup then Information Technology Setup tabs to learn about the actions you will need to take. [2] Click back on each tab if you need to review the steps. <p>When you have finished reviewing both tabs, click next to continue.</p>
	248-184-5	#F8B805				
Notes:						

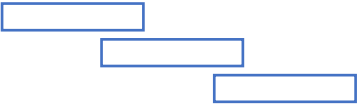
Slide 1.8a/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Blank layout</p> <p>Keep base layout visible on slide layers.</p> <p>Show the two main tabs 3 subtabs as below</p>  <p>Create a colored rectangle for each sub tab. The text is white</p>	<p>Before audio starts, three tabs with pointed end appear spanning the width of the slide. <i>Animation: Random bars</i></p> <p>Hover state is the color of information technology setup</p> <p>Learner listens to audio and information flies in from bottom.</p>	<p>[Work Space Setup] [SubTabs]</p> <p>Facilities Equipment Supplies [under facilities]</p> <p>[1] Work with Facilities to allocate and set up a dedicated office space if in-person hire:</p> <ul style="list-style-type: none"> • office desk • 2 under desk cabinets, multi-sized drawers • shelving • white board • ergonomic chair • round conference table with three chairs <p>For remote hire, Facilities will ship the equipment.</p> <p>[under equipment]</p> <p>[2] Work with Purchasing to acquire electronic equipment.</p> <ul style="list-style-type: none"> • laptop • 2 monitors • dual monitor stand • external camera • external speakers • headset with microphone 	<p>[1] Work Space Setup - Contact Facilities to setup an office space, [2] Contact Purchasing to acquire the electronic equipment, [3] and to order Supplies, contact the Administrative Assistant of your department.</p> <p>[4] Take your time to review the information in the Facilities, Equipment and Supplies tabs. When you are ready, Click the Information Technology Setup.</p> <p>[Information Technology] Submit IT requests to create an email account connected to the employee number, as well as connect the new hire ID to all necessary network. Finally, contact Telecom to setup an office phone line. Take your time to review the information in the Accounts, Connectivity and Telecom tabs. When you are ready, click Next to continue.</p>

Slide 1.8a/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
		<ul style="list-style-type: none"> • wireless keyboard and mouse • printer (with extra ink) <p>For remote hire, Purchasing will ship all equipment except the laptop.</p> <p>[under supplies]</p> <p>[3] Work with Administrative Assistant to purchase office supplies.</p> <ul style="list-style-type: none"> • pens, pencils • sticky notes • writing notepad • stapler (with extra staples), staple remover • manilla folders • hanging folders <p>For remote hire, supplier will ship the items.</p>	
Notes:			

Slide 1.8b/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Blank layout</p> <p>Keep base layout visible on slide layers.</p> <p>Show the two main tabs 3 subtabs as below</p>  <p>Create a colored rectangle for each sub tab. The text is white</p>	<p>Before audio starts, three tabs with pointed end appear spanning the width of the slide. <i>Animation: Random bars</i></p> <p>Hover state is the color of Work Space Setup</p> <p>Learner listens to audio and information flies in from bottom.</p> <p>Next Button is</p>	<p>[Information Technology Setup] [Subtabs] Accounts Connectivity Telecom</p> <p>[Accounts]</p> <p>[1] Once you obtain the employee number, work with IT to set up the following:</p> <ul style="list-style-type: none"> • e-mail account • access to the network • access to intranet (SharePoint) • access to department and projects folders • access to printers (for in-person hire) <p>[Connectivity]</p> <p>[2] Using the member account, work with IT to set up the following:</p> <ul style="list-style-type: none"> • login configuration for laptop • install applications, connect with account • connect printers (for in-person hire) 	<p>[1] Information Technology - Submit IT requests to create an email account connected to the employee number,</p> <p>[2] as well as connect the new hire ID to all necessary network.</p> <p>[3] Finally, contact Telecom to setup an office phone line.</p> <p>Take your time to review the information in the Accounts, Connectivity and Telecom tabs.</p> <p>When you are ready, click Next to continue.</p>




Slide 1.8b/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
		<p>For remote hire, IT will ship the equipment after configuring.</p> <p>[Telecom]</p> <p>[3] Using the member account, work with TELECOM to set up the following:</p> <ul style="list-style-type: none"> • office phone • office phone number • setup voice mail <p>For remote hire, no work phone is provided, part of their cell phone bill is covered.</p>	
Notes:			

Slide 1.9/ Title: 3 – Follow-up						
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:			
<p>Blank layout Flip-cards</p> <p>Title color</p> <table border="1"> <tr> <td style="background-color: #707150;"></td> <td>112-113-80</td> <td>#707150</td> </tr> </table> <p>Keep base layout visible on slide layers.</p> <p>Photo shows roof top of building with telecommunications tower. It is third of the height of slide. Dark blue 40% transparent overlay.</p>		112-113-80	#707150	<p>The title uses the same animation than 1. Getting started in slide 1.6 . Use the title color per visual instructions</p> <p>[1]-[3] fade in finish before VO [3] is complete.</p> <p>Flip cards fly in from bottom as VO [4] plays</p>	<p>[Title] 3 Follow-up</p> <p>[1] Communicate regularly with the new hire...</p> <p>[2] ...to ensure the pre-onboarding process is smooth...</p> <p>[3] ...and show the new hire is already part of the team.</p> <p>[4] Click each box below for ways to check-in.</p> <p>[Forms card-front] Forms</p>	<p>[1] As you prepare the arrival of the new hire it is important to follow up</p> <p>[2] with HR, Purchasing, Facilities and IT,</p> <p>[3] as well as Communicate regularly with the new hire.</p> <p>[4] Click each box below for ways you can follow-up.</p> <p>[5] Once you have reviewed each box, Click Next to continue.</p>
	112-113-80	#707150				

Slide 1.9/ Title: 3 – Follow-up			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Photo is from Storyline stock photos or purchased.</p> <p>Display the text on top of image as shown below.</p>  <p>Flip cards are different colors from the color palette</p>	<p>Next button is hidden until all flip cards are visited. Next button jumps back to 1.6 Steps to Successful Pre-onboarding.</p>	<p>[Forms card-back] Ensure HR forms are signed and sent back in timely manner [Training card-front] Training [Training card-back] Check progress on required HR and Dept training [Connect card-front] Connect [Connect card-back] Via zoom or phone and answer questions new member may have [News card-front] News [News card-back] Communicate any pre-onboarding progress and forward relevant company news</p>	
Notes:			

Slide 1.10/ Title: 4 – Final Check-in			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Blank 50/50 layout Title color</p> <p>144-170-193 #90AAC1</p> <p>Left side Two rows two images Image 1: computers Image 2: choose image showing team spirit (several hands fist bumping in a circle or people working together)</p> <p>Light blue filled circle and white icon representing the items presented (computer and checkmark for example)</p> <p>Icon is above heading of element (all caps and bold), text is below, smaller font.</p> <p>Right side 1 row image spans two rows Image 3: a man or woman in a business attire</p> <p>Light blue filled circle and white arrow pointing right</p> <p>“Click Next Button” is in a rounded corner rectangle, with bottom</p>	<p>The title uses the same animation than 1. Getting started in slide 1.6 . Use the title color per visual instructions</p> <p>[1]-[3] Image, icons, heading and text are grouped and fly-in from bottom of slide as per VO.</p> <p>[4] flies-in from bottom.</p> <p>Next button jumps to 1.6 Steps to Successful Pre-onboarding</p>	<p>[Title] 4 Final Check-in</p> <p>[1] CONFIRM All equipment, supplies, connections will be ready for day 1.</p> <p>[2] INFORM Your team of the upcoming start day, discuss agenda for day 1.</p> <p>[3] FOLLOW UP WITH NEW MEMBER Reiterate excitement to bring new team member on board.</p> <p>Confirm start day, time, where to come upon arrival.</p> <p>Send agenda for the first day.</p> <p>[4] Click next Button</p>	<p>[1] Several days prior to the first day of the new hire, confirm with all parties that the equipment and connections are ready.</p> <p>[2] Inform your team of the schedule.</p> <p>[3] Finally, contact the new hire with a detail agenda.</p> <p>[4] Click Next when you are ready to continue.</p>

Slide 1.10/ Title: 4 – Final Check-in			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
below the slide so it appears to be a tab; small white fonts – dark blue, white outline			
Notes:			

Slide 1.11/ Title: 5 – First Day						
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:			
<p>Blank layout - Accordion</p> <p>Title color</p> <table border="1" data-bbox="109 808 541 841"> <tr> <td></td> <td>88-70-58</td> <td>#58463A</td> </tr> </table> <p>The background image spans the entire slide below the title. The image stays visible. Three rectangles/tabs display the tab titles on the left. The accordion starts closed. Tabs fill are light blue 20% transparent. Text: White font</p> <p>Keep base layout visible on slide layers.</p>		88-70-58	#58463A	<p>The title uses the same animation than 1. Getting started in slide 1.6 . Use the title color per visual instructions</p> <p>Slide starts with background image displayed. [1]Tabs appear shortly after VO starts. Tabs can be clicked in any order. Clicking a tab will open the accordion and push the other tabs to the right end of the slide. The corresponding layer will show with information as the VO for the layer starts.</p>	<p>[Title] 5 First Day [Tabs headings]</p> <p>[1] 1. Greetings 2. Meet the Team 3. Tour the Facilities</p>	<p>[1] The day has arrived. Click on each tab to review important actions to take for the first day.</p>
	88-70-58	#58463A				

Slide 1.11/ Title: 5 – First Day			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
	Next button is hidden until all tabs are visited.		
Notes:			

Slide 1.11a/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Keep base layout visible on slide layers.</p> <p>Headings are displayed for all tabs</p> <p>Numbered list is displayed in a white fill rounded rectangle with 15% transparency.</p>	Numbered list flies-in from bottom as a bloc.	<p>[Tab heading]</p> <ol style="list-style-type: none"> 1. Greetings 1. Be on-time 2. Meet the new member at the front desk 3. Photo and badge done with HR 4. Go for breakfast with new member 5. Show personal office 6. Review the pre-onboarding items 7. Review job description and responsibilities 	It is imperative that you meet the new member on time at the front desk. You will take the employee to get a badge. We encourage you treat the new member to breakfast prior to show the office space. Finally, ensure all pre-onboarding paperwork is in order.
Notes:			

Slide 1.11b/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Keep base layout visible on slide layers. Headings are displayed for all tabs</p> <p>Numbered list is displayed in a white fill rounded rectangle with 15% transparency.</p>	<p>Numbered list flies-in from bottom as a bloc.</p>	<p>[Tabs headings]</p> <p>2. Meet the Team</p> <ol style="list-style-type: none"> 1. Meet 30 minutes individually with colleagues <ul style="list-style-type: none"> • If junior member, meet with mentor first • Schedule meetings from senior to junior 2. Meet with the entire team <ul style="list-style-type: none"> • Brief on current projects • Zoom in on specific items if applicable 3. Introduce to key people not on the team 	<p>You will have scheduled several short meetings to introduce colleagues the hire will work with. The meeting with the team will be an opportunity to share current projects. If time permits, introduce key people, such as HR representative, administrative staff who are part of your department.</p>
Notes:			

Slide 1.11c/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Keep base layout visible on slide layers. Headings are displayed for all tabs</p>	<p>Numbered list flies-in from bottom as a bloc.</p> <p>Next Button is normal.</p>	<p>[Tabs headings]</p> <p>[1] 3. Tour the Facilities</p> <ol style="list-style-type: none"> 1. Tour the department <ul style="list-style-type: none"> • Procure a floor plan 2. Tour the company facilities 	<p>[1] Often, new members can feel lost in our complex. Touring the facilities and providing plans will help your new hire navigate the premises during the first week.</p> <p>[2] Click Next when you are ready to continue.</p>

Slide 1.11c/ Title:			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Numbered list is displayed in a white fill rounded rectangle with 15% transparency.</p> <p>“Click Next Button” is in a rounded corner rectangle, with bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline</p>	<p>[2] On click, the Next button will jump to Summary slide.</p>	<ul style="list-style-type: none"> • Common areas and lunch spots • Other departments’ location <p>[2] Click Next Button</p>	
Notes:			

Slide 1.12/ Title: <i>Knowledge Check Question 1- (hidden from menu)</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>AFTER STEP1 KNOWLEDGE CHECK BEFORE STARTING STEP 2</p> <p>Standard layout Multiple choice.</p> <p>Learners can attempt the knowledge check twice.</p>	<p>Questionnaire appears at beginning of slide.</p> <p>Correct answer is bold.</p>	<p>[Title] Knowledge Check What is the most important task you should do after receiving the signed contract? You have two attempts.</p> <ul style="list-style-type: none"> • Set up the office environment. • Send a welcome email with the next steps. • There is nothing to do, HR does all the work. • Get an employee number from HR. 	<p>[1] Let’s take a moment to check if step 1 is clear. What is the most important task you should do after receiving the signed contract? Select the answer you think is correct. You have two attempts.</p> <p>[2] Click submit when you are ready.</p>
Notes:			

Slide 1.12a/ Title: <i>[feedback incorrect - Set up the office environment] -hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout All elements centered except text for feedback</p> <p>Centered Blue rectangle, half the size of slide. Red X on top of rectangle Feedback text below Then Red Try again button Text: White</p>	<p>Click Try again button goes back to the question to try one more time.</p> <p>If second try is incorrect, layer 12.e Continue shows.</p>	<p>Incorrect Not the most important task.</p>	<p>Although part of the pre-onboarding, this is not the most important task to accomplish.</p>
Notes:			

Slide 1.12b/ Title: <i>[feedback incorrect - Send a welcome email with the next steps.] -hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout All elements centered except text for feedback</p> <p>Centered Blue rectangle, half the size of slide. Red X on top of rectangle Feedback text below Then Red Try again button Text: White</p>	<p>Click Try again button goes back to the question to try one more time.</p> <p>If second try is incorrect, layer 12.e Continue shows.</p>	<p>Incorrect Although part of the initial steps, this is not the correct answer.</p>	<p>Although part of the initial steps, this is not the correct answer.</p>
Notes:			

Slide 1.12c/ Title: <i>[feedback incorrect - There is nothing to do, HR does all the work.] -hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout All elements centered except text for feedback</p> <p>Centered Blue rectangle, half the size of slide. Red X on top of rectangle Feedback text below Then Red Try again button Text: White</p>	<p>Click Try again button goes back to the question to try one more time.</p> <p>If second try is incorrect, layer 12.e Continue shows.</p>	<p>Incorrect This is incorrect. As a hiring manager your role is essential for a successful pre-onboarding.</p>	<p>This is incorrect. As a hiring manager, your role is essential for a successful pre-onboarding.</p>
Notes:			

Slide 1.12d/ Title: <i>[feedback correct - Get an employee number from HR] -hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout All elements centered except text for feedback</p> <p>Centered Blue rectangle, half the size of slide. Green circle with white checkmark on top of rectangle Feedback text below Then Green filled button with "Continue" text Text: White</p>	<p>Click Continue jumps back to 1.6 Steps to Successful Pre-onboarding.</p>	<p>Correct Obtaining an employee number will allow you to set up access to the network.</p>	<p>You are correct! Obtaining an employee number is the first task you need to do. This allows to set up access to the network, it is used to purchase equipment and other necessary items.</p> <p>Click Continue to go to the next step.</p>
Notes:			

Slide 1.12e/ Title: [incorrect second try for all incorrect] -hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout</p> <p>All elements centered except text for feedback</p> <p>Centered Blue rectangle, half the size of slide.</p> <p>Rex X on top of rectangle</p> <p>Feedback text below – give the correct answer</p> <p>Then Red filled button with “Continue” text</p> <p>Text: White</p>	<p>Click Continue jumps to next 1.6 Steps to Successful Pre-onboarding.</p>	<p>Incorrect – 2nd Attempt</p> <p>Obtaining an employee number is the first task to perform. This will allow you to set up access to the network.</p>	<p>Obtaining an employee number is the most is the most important task to perform. This will allow you to set up access to the network.</p> <p>Click Continue to go to the next step.</p>
Notes:			


Slide 1.13/ Title: Knowledge Check Question 2- (hidden from menu)			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Knowledge Check after Step 2</p> <p>Standard layout</p> <p>Matching Drap-and-drop</p> <p>Learners can attempt the knowledge check twice.</p>	<p>Questionnaire appears at beginning of slide.</p>	<p>[Title] Knowledge Check</p> <p>Who will you work with to purchase the following items?</p> <p>Click and drag the correct department on the right to connect with the purchase needed.</p> <p>[choice 1] Obtain employee number</p> <p>[match 1] Human Resources</p> <p>[choice 2] Set up the laptop</p>	<p>Who will you work with to purchase the following items? Click and drag the correct department on the right to connect with the purchase needed.</p> <p>Click submit when you are ready.</p>

Slide 1.13/ Title: <i>Knowledge Check Question 2- (hidden from menu)</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
		[match 2] IT [choice 3] Order a desk and chair [match 3] Facilities [choice 4] Order notepads and staplers [match 4] Administrative Assistant [choice 5] Keyboard and mouse [match 5] Purchasing	
Notes:			

Slide 1.13a/ Title: <i>[feedback incorrect choice – first attempt] – hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
Feedback layout All elements centered except text for feedback Centered Blue rectangle, half the size of slide. Rex X on top of rectangle Feedback text below Then Red filled button with “Try Again” text Text: White	Click Try again button goes back to the question to try one more time. If second try is incorrect, layer 13.b Incorrect shows.	Incorrect That is incorrect. Please try again.	That is incorrect. Please try again.
Notes:			

Slide 1.13b/ Title: <i>[feedback incorrect choice – second attempt] – hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout All elements centered except text for feedback Centered Blue rectangle, half the size of slide. Rex X on top of rectangle Feedback text below – give the correct answer Then Red filled button with “Continue” text Text: White</p>	<p>Click Continue button jumps to 1.6 Steps to Successful Pre-onboarding.</p>	<p>Incorrect Unfortunately, This is still incorrect. Take a moment to review the answers below. When you are finished, click Continue.</p> <p>Obtain employee number - Human Resources Set up the laptop - Information Technologies Order a desk and chair- Facilities Order notepads and staplers - Administrative Assistant Keyboard and mouse - Purchasing</p>	<p>Unfortunately, This is still incorrect. Take a moment to review the answers below. When you are finished, click Continue.</p>
Notes:			

Slide 1.13c/ Title: <i>[feedback Correct choice] – hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Feedback layout Centered Blue rectangle, half the size of slide. Green circle with white checkmark on top of rectangle Feedback text below Then Green filled button with “Continue” text Text: White</p>	<p>Click Continue button jumps to 1.6 Steps to Successful Pre-onboarding.</p>	<p>Correct That's right! You match the tasks to the correct department. Let's continue the course.</p>	<p>That's right! You match the tasks to the correct department. Let's continue to course. Click next to return to the main slide and move on to Step 3 – Follow up.</p>
Notes:			

Slide 1.14/ Title: <i>Summary</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Blank layout Photo of skyscrapers showing sky takes the entire slide 75% transparency.</p> <p>Use the same icons than in Objectives. Display the objectives so they are staggered on the slide as below.</p>  <p>“Click Next Button” is in a rounded corner rectangle, with bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline</p>	<p>[1]-[2] fades in with VO [3]-[5] wipe left to right with VO.</p> <p>Next jumps to 1.15 Quiz.</p>	<p>[Title] Summary</p> <p>[1] Pre-onboarding is an essential aspect of our management strategy to reduce employees’ learning curve, premature turnover and to increase employees’ engagement.</p> <p>[2] By concluding Module 1 - Pre-onboarding New Employees, you will now be able to:</p> <p>[3] List pre-onboarding benefits.</p> <p>[4] Identify the 5 pre-onboarding steps.</p> <p>[5] State pre-onboarding timeline.</p> <p>[6] Click Next to Continue</p>	<p>[1] Pre-onboarding is an essential aspect of our management strategy to reduce employees learning curve, premature turnover and to increase employees’ engagement.</p> <p>[2] By concluding Module 1 - Pre-onboarding & Welcoming a New Team Member, you will now be able to:</p> <p>[3] List pre-onboarding benefits.</p> <p>[4] Identify the 5 pre-onboarding steps.</p> <p>[5] State pre-onboarding timeline.</p> <p>[6] Click Next to start the quiz. Remember you need to achieve 80% to pass it.</p>
Notes:			

Slide 1.15/ Title: <i>Quiz</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Standard layout 50/50</p> <p>Left side Text – bold large font to use the left side.</p> <p>Right side</p>	<p>Text appears at once</p> <p>Begin button fades in with VO</p> <p>Begin button on hover has blue fill</p>	<p>[Title] Quiz</p> <p>[1] Before you can proceed to Module 2 – The First Days of Onboarding, let’s confirm what you have learned by taking the following quiz.</p>	<p>[1] Before you can proceed to Module 2 – The First Days of Onboarding, let’s confirm what you have learned by taking the following quiz. You must score 80% (4 out of 5 questions) to pass. Are you ready?</p> <p>[2] Click Begin to start the quiz.</p>

Slide 1.15/ Title: Quiz			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>A photo of someone getting ready to take a text, spans the entire right side</p> <p>Begin Quiz button has white font- no fill- white outline</p>		<p>You must score 80% (4 out of 5 questions) to pass.</p> <p>Are you ready?</p> <p>[2] Click Begin to start the quiz.</p>	
Notes:			

Slide 1.16/ Title: [Quiz 1] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Standard layout 50/50</p> <p>Left side</p> <p>Text – bold large font</p> <p>Right side</p> <p>Any photo relevant to the question, spanning the entire right side</p> <p>Multiple choice question</p> <p>“Click Submit Button” is in a rounded corner rectangle, with bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline</p>	<p>Text appears at once</p> <p>Submit button fly-in from bottom in with VO</p> <p>True is correct answer</p>	<p>What percentage of new hires quit within the first 45 days?</p> <p>25</p> <p>30</p> <p>22</p> <p>[2] Click Submit Button</p>	<p>[1] What percentage of new hires quit within the first 45 days? Select the correct answer and</p> <p>[2] click submit to continue to the next question.</p>
Notes:			

Slide 1.17/ Title: [Quiz 2] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Standard layout 50/50</p> <p>Left side</p> <p>Text – bold large font</p> <p>Right side</p> <p>Any photo relevant to the question, spanning the entire right side</p> <p>Multiple choice question</p> <p>“Click Submit Button” is in a rounded corner rectangle, with bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline</p>	<p>Text appears at once</p> <p>Submit button fly-in from bottom in with VO</p> <p>Correct answers are in bold</p>	<p>[1] On the first day, what activities will contribute to the new hire feeling welcome? Select all that apply.</p> <p>[choices]</p> <ul style="list-style-type: none"> • Leave him in his/her office all day to settle down • Let the new hire find the Human Resources office on his own • Take the new hire for breakfast • Schedule meetings with team members • Tour the company with the new hire <p>[2] Click Submit Button</p>	<p>[1] On the first day, what activities will contribute to the new hire feeling welcome? (select all that apply)</p> <p>[2] click submit to continue to the next question.</p>
Notes:			

Slide 1.18/ Title: [Quiz 3] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
<p>Standard layout 50/50</p> <p>Left side</p> <p>Text – bold large font</p> <p>Right side</p> <p>Any photo relevant to the question, spanning the entire right side</p> <p>Match drop-down question</p> <p>“Click Submit Button” is in a rounded corner rectangle, with</p>	<p>Text appears at once</p> <p>Submit button fly-in from bottom in with VO</p> <p>Correct answers are in bold</p>	<p>[1] Who do you contact to obtain the necessary items below?</p> <p>[choice 1]</p> <p>Employee number</p> <p>[match 1]</p> <p>Human Resources</p> <p>[choice 2]</p> <p>Email Account</p>	<p>[1] Who do you contact to obtain the necessary items below? Select the correct answer for each item from the drop-down menu and click submit to continue to the next question.</p> <p>[2] click submit to continue to the next question.</p>

Slide 1.18/ Title: [Quiz 3] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline		[match 2] Information Technology [choice 3] Printer [match 3] Purchasing [choice 4] Notepad [match 4] Administrative Assistant [choice 5] Desk [match 5] Facilities [2] Click Submit Button	
Notes:			


Slide 1.19/ Title: [Quiz 4] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
Standard layout 50/50 Left side Text – bold large font Right side Any photo relevant to the question, spanning the entire right side True/false question “Click Submit Button” is in a rounded corner rectangle, with	Text appears at once Submit button fly-in from bottom in with VO Correct answer	Following the steps are important to ensure a successful pre-onboarding. Arrange the steps in the order they should be done. 1. Send a welcome e-mail to new hire 2. Obtain an employee number 3. Send new hire a list of training	Following the steps are important to ensure a successful pre-onboarding. Arrange the steps in the order they should be done. Click submit to continue to the next question.

Slide 1.19/ Title: [Quiz 4] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline		4. Prepare the Workspace and purchase the equipment 5. Setup account, connectivity, telecom 6. Inform your team and prepare an agenda [2] Click Submit Button	
Notes:			

Slide 1.20/ Title: [Quiz 5] not displayed on slide – hidden from menu			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
Standard layout 50/50 Left side Text – bold large font Right side Any photo relevant to the question, spanning the entire right side Multiple choice question “Click Submit Button” is in a rounded corner rectangle, with bottom below the slide so it appears to be a tab; small white fonts – dark blue, white outline	Text appears at once Submit button fly-in from bottom in with VO Correct answers are bold (all are correct)	For a successful pre-onboarding, communication with the new hire includes: Select all that apply. <ul style="list-style-type: none"> • Checking that hiring forms are signed and sent to HR • Email to inform starting day and time and where to meet • Being available for any questions the new hire may have • Sending links to required training [2] Click Submit Button	[1] For a successful pre-onboarding, communication with the new hire includes. Select all that apply and [2] click submit to continue to the next question.
Notes:			

Slide 1.21a/ Title: <i>[Results – Pass] not displayed on slide – hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
Blank Layout Shows results centered to the slide Two buttons Dark blue cornered rectangle White font Review Quiz Next	No animation Review Quiz shows correct/incorrect responses Next jumps to 1.22 Conclusion	Results Your Score: Passing Score: Result: Button Review Quiz Next	Congratulations, you have passed the quiz. Click the Review button if you wish to review your answers or click Next to continue. Unfortunately, you did not pass. You need a score of 80%. Click the Review button if you wish to review your answers. You will return to this slide after the review. Click Review the Training if you would like to go over the steps. Click Retry Quiz if you would like to try again. click Next to return to the training.
Notes:			

Slide 1.21b/ Title: <i>[Results – Fail] not displayed on slide – hidden from menu</i>			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover:
Blank Layout Shows results centered to the slide 3 buttons bottom of the slide, equally distanced. Dark blue cornered rectangle White font Review Quiz Review the Training Retry the Quiz	No animation Review Quiz shows correct/incorrect responses Review the Training (centered on the slide) jumps to 1.3 Why this Toolkit to redo the training Retry Quiz jumps to 1.17 first question. Results are reset when learner clicks Retry Quiz	Results Your Score: Passing Score: Result: Your Score: Passing Score: [Buttons] Review Quiz Review the Training Retry Quiz	Congratulations, you have passed the quiz. Click the Review button if you wish to review your answers or click Next to continue. Unfortunately, you did not pass. You need a score of 80%. Click the Review button if you wish to review your answers. You will return to this slide after the review. Click Review the Training if you would like to go over the steps. Click Retry Quiz if you would like to try again.
Notes:			

Slide 1.22/ Title: CONGRATULATIONS! YOU HAVE SUCCESSFULLY COMPLETED: Module 1 – Successful Pre-Boarding & Welcoming			
Visual / Display:	Animation / Interaction:	Slide Text:	Narration / Voiceover
 <p>Background of Excel building – with filter and transparency White lines framing the title Heading and subheading in partial frame blue fill and white font</p>	<p>White lines appear one by one in flying pattern left to right, top to bottom, right to left, bottom to top creating a frame.</p> <p>Scrolling pane 1 Heading and subheading fly top-down</p> <p>Exit button on hover has blue fill</p>	<p>[1] [Heading] CONGRATULATIONS! YOU HAVE SUCCESSFULLY COMPLETED</p> <p>[Subheading] Module 1 – Pre-onboarding & Welcoming a New Team Member</p> <p>[button] [2] Exit Course</p>	<p>[1] Congratulations on successfully completing Module 1 Pre-onboarding and Welcoming a New Team Member. You will access Module 2 – The First Days of Onboarding a week prior to the first day of your new hire.</p> <p>[2] Click the exit button to close Module 1.</p>
Notes:			