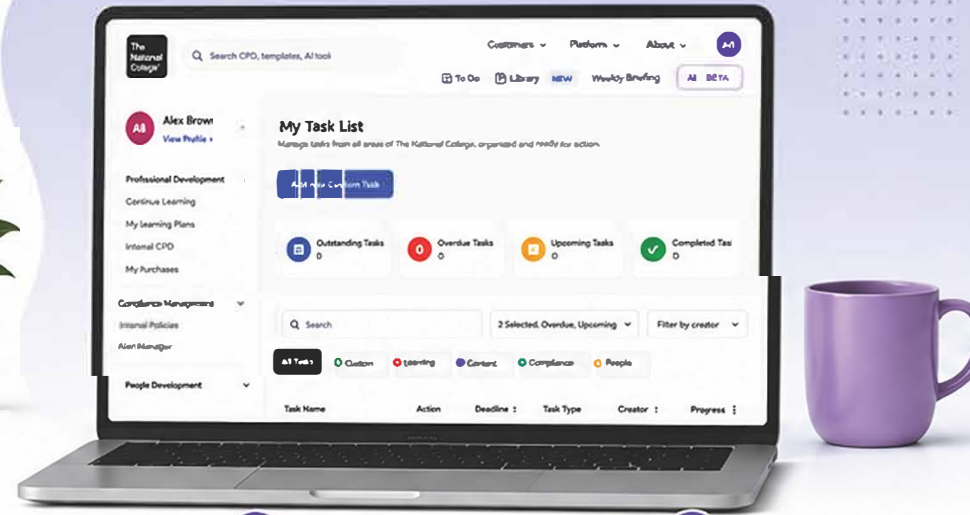




What to Expect During Your Onboarding

A simple guide to your onboarding journey, key milestones, and how we'll work together to ensure a smooth and successful launch.



1



Welcome & Pre-Onboarding

Your onboarding specialist will:

- introduce themselves
- share your onboarding journey
- provide your pre-onboarding form
- gather setup information

What we need from you:

- ☑ Staff list
- ☑ Key contacts
- ☑ Existing appraisal/review templates (optional)
- ☑ Preferred launch timeframe

2



Platform Setup & Configuration

We'll configure your platform using either our recommended default setup or your existing forms and processes.

This may include:

- terminology updates
- objectives & reviews
- QA templates
- user groups
- permissions
- standards/frameworks



Most organisations begin with our **recommended setup** and refine further over time.

3



Planning & Admin Session

We'll arrange a planning/admin session to:

- walk through the platform
- review your setup
- explore user journeys
- discuss launch plans
- answer any questions

You'll receive:

- ☑ Admin Support Pack
- ☑ Appraiser Support Pack
- ☑ Individual User Support Pack
- ☑ Video guidance/recordings (where applicable)

4



Launch Preparation

Before launch, we'll help ensure:

- staff are uploaded
- line managers are mapped
- forms/templates are ready
- key settings are confirmed
- reporting access is configured



Optional end-user training can also be arranged where needed.

5



Go Live!

Your organisation is now ready to begin using People Development.

Staff can now:

- ☑ Access objectives
- ☑ Complete review meetings
- ☑ Engage with QA
- ☑ Access CPD and reflections
- ☑ Embed processes across the organisation

How to Keep Onboarding Moving Smoothly



Timely responses



Attendance at scheduled sessions



Sharing requested information early



Clear internal communication around rollout



The quicker decisions and information are shared, the quicker your organisation can be confidently launched.



We're here to support you throughout your onboarding journey and beyond.

If you have any questions at any point, just let us know — we're always happy to help!

✉ support@nationalcollege.com

🔗 Help Centre: nationalcollege.com/pages/support

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