# Automation Innovation: HR Onboarding
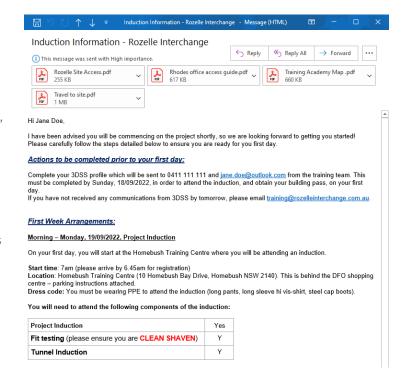
## An automation that issues personalised onboarding emails to new employees

### System
- Power Automate

### Benefits
- ✓ Significant time savings
  - ~1 hour per week during project start up, 20 minutes per week thereafter
- ✓ Fewer human errors when undertaking repetitive tasks such as manually customising emails
- ✓ Personalised emails
- ✓ Works for joint venture partner employees

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Induction Information - Rozelle Interchange - Message (HTML)

### Induction Information - Rozelle Interchange

ⓘ This message was sent with High importance.

← Reply  ← Reply All  → Forward  ···

📄 Rozelle Site Access.pdf 255 KB  📄 Rhodes office access guide.pdf 617 KB  📄 Training Academy Map .pdf 660 KB

📄 Travel to site.pdf 1 MB

Hi Jane Doe,

I have been advised you will be commencing on the project shortly, so we are looking forward to getting you started! Please carefully follow the steps detailed below to ensure you are ready for you first day.

**Actions to be completed prior to your first day:**

Complete your 3DSS profile which will be sent to 0411 111 111 and jane.doe@outlook.com from the training team. This must be completed by Sunday, 18/09/2022, in order to attend the induction, and obtain your building pass, on your first day.
If you have not received any communications from 3DSS by tomorrow, please email training@rozelleinterchange.com.au.

**First Week Arrangements:**

**Morning – Monday, 19/09/2022, Project Induction**

On your first day, you will start at the Homebush Training Centre where you will be attending an induction.

**Start time**: 7am (please arrive by 6.45am for registration)
**Location**: Homebush Training Centre (10 Homebush Bay Drive, Homebush NSW 2140). This is behind the DFO shopping centre – parking instructions attached.
**Dress code**: You must be wearing PPE to attend the induction (long pants, long sleeve hi vis-shirt, steel cap boots).

You will need to attend the following components of the induction:

| Project Induction | Yes |
|---|---|
| **Fit testing** (please ensure you are **CLEAN SHAVEN**) | Y |
| **Tunnel Induction** | Y |

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## OLD PROCESS

Up to 40 new emails a week during project start up

> HR team adds new employees' details to staff list

> HR team manually sends individual email to each new employee

> Email includes personalised information including the person's name, site office location, manager name, manager's phone number and a number of attachments

## NEW PROCESS

> HR team adds new employees' details to staff list

> Personalised onboarding emails are automatically generated and sent to new employees, with relevant attachments

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For more information about this automation, contact digitaldevelopment@jhg.com.au