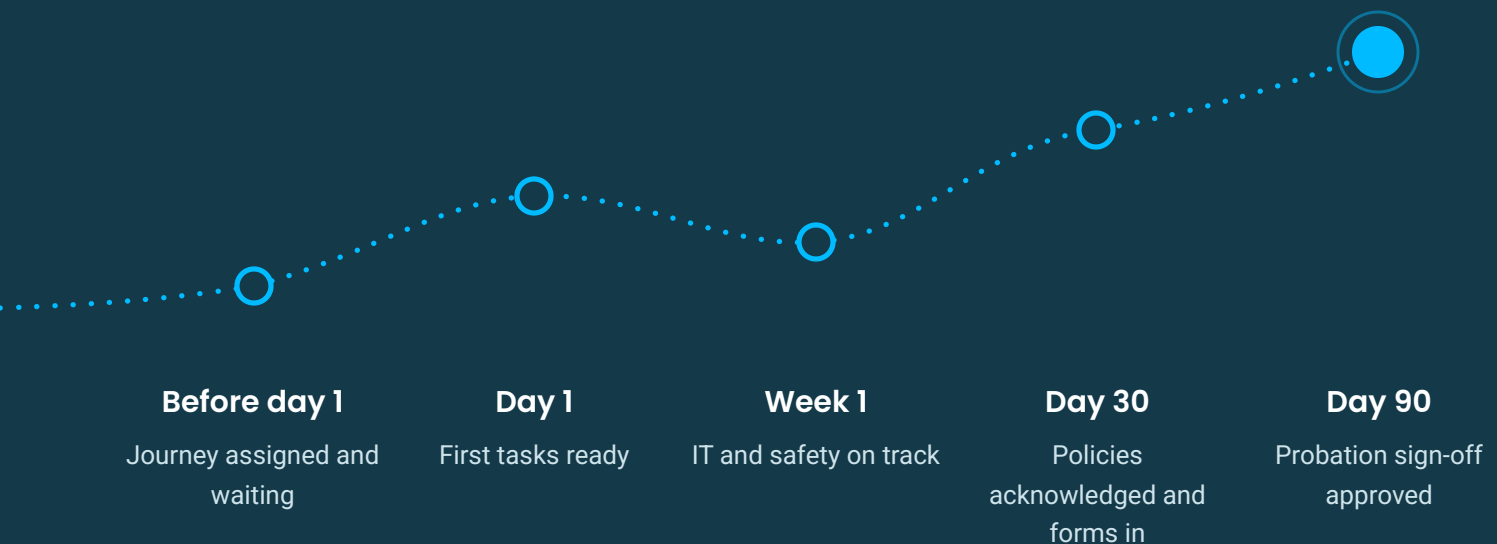


An iomer Solution Accelerator for SharePoint

Journey

Give every new hire a clear path through their first 90 days.

Employee onboarding for SharePoint, built for your organization and installed in your tenant by iomer.



The first weeks shape whether people stay.

A new hire’s first weeks shape how quickly they contribute and how long they stay. Yet much onboarding still runs on email threads, spreadsheets and a checklist nobody owns. Managers can’t see who’s stuck, IT and safety keep their own lists, and nobody can say what’s left before a new hire is ready to work on their own.

12%

of employees strongly agree their organization does a great job onboarding new employees.

Gallup, 2018

3.4×

as likely to call onboarding a success when their manager takes an active role.

Gallup, 2021

44 days

is roughly how long employers have to influence a new hire’s long-term retention.

BambooHR, 2023

What changes with Journey

TODAY		WITH JOURNEY
Status chased by email	→	One live view of every new hire
Separate lists for HR, IT and safety	→	One plan across every team
A checklist copied for each hire	→	Streams built once and assigned by rule
New hires unsure what’s due when	→	Each task due a set number of days after their start date
Paper forms stuck in a district binder	→	Tasks and paper forms recorded by the manager, visible to head office

Sources: Gallup, “Why the Onboarding Experience Is Key for Retention” (2018) and “Create an Exceptional Onboarding Journey for Your New Employees” (2021); BambooHR, “2023 Onboarding Statistics”, survey of 1,565 US workers.

One journey. A view for everyone who shapes it.

HR builds onboarding once. Rules assign it. Everyone sees exactly what they need.

Journey My onboarding

MC Maya Chen · Marketing Coordinator

67%

Week 2 of 13

Company Welcome

5 / 6

IT Setup

3 / 4

Marketing Team

2 / 5

HR & Policies

2 / 3

THIS WEEK

Policy

Acknowledge the Code of Conduct (v3)

Due Friday

Action

Complete security awareness training

Overdue

Form

Upload your ID badge photo

To do

Read

Read the brand guidelines

Done

Illustrative new-hire view

NEW HIRES

Know exactly what to do next

Every task, form and policy in one place, with due dates counted from their start date.

LINE MANAGERS

See the whole team at a glance

Progress for every direct report, overdue items flagged and approvals in one click.

IT, SAFETY AND HR TEAMS

Keep your part on track

A completion matrix of every new hire against every task your team owns.

ONBOARDING ADMINISTRATORS

Build once, assign automatically

Streams, tasks, approvals and rules, plus reports by manager, location and date.



Automatic assignment

By group, department or location



Org-chart approvals

Multi-level, from Entra ID managers



Policy acknowledgements

First-week policies, by version



Secure documents

A private folder for each new hire



Reminders

Welcome emails and updates by email or Teams



Reporting

Charts, CSV and Power BI

Built on what you already own.

Journey is built on SharePoint, not another platform, and iomer installs it in your tenant with your IT team. Your onboarding data stays under your own security and retention policies, and people sign in with their Microsoft 365 accounts.

SharePoint

Lists and libraries hold streams, tasks, journeys, policies and documents.

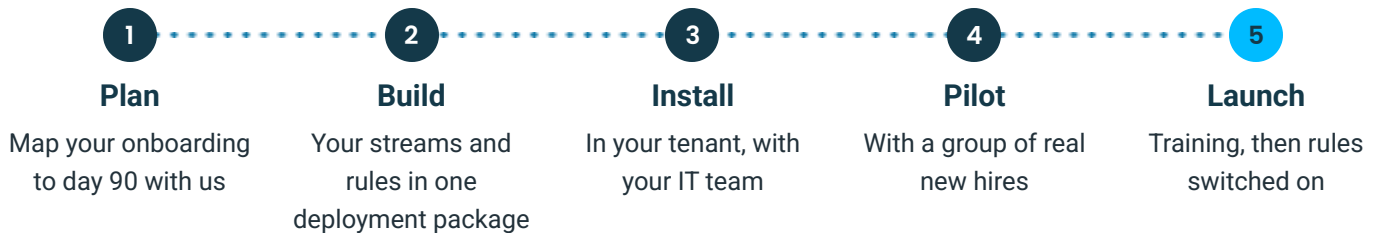
Microsoft Entra ID

People, managers and groups come from the directory IT already maintains.

Power Automate

Approvals, assignment rules, reminders and welcome emails on standard connectors.

How iomer delivers Journey



About iomer

iomer is a Canadian digital workplace consultancy founded in 2000. We design Microsoft 365 and SharePoint solutions for organizations across North America, Europe and New Zealand, from intranets to the workflows that run on them.

People-centred systems with everyday impact.

See Journey in action

Book a 30-minute walkthrough of Journey, shown in your own brand colours.

iomer.com/accelerators/journey

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