

# KPI – Onboarding time

## Copilot Workshop

Request information on the Copilot for Microsoft 365 online Workshop



Reducing ramp up time is beneficial for everyone. It boosts employee confidence and engagement. It helps shorten the learning curve allowing employees to make an impact sooner.

### How Microsoft Copilot can help reduce onboarding time

#### Create onboarding materials

- Use Copilot to draft training guides
- Use Copilot to enhance employee handbooks

#### Improve onboarding process

- Generate onboarding documents and contracts
- Integrate relevant company policies and resources into the onboarding materials
- Draft check in emails to new hires to send during first 60 days on the job

**LOOK**



#### Roles

Human Resource  
Managers

Department  
Managers



#### Microsoft AI solutions

Copilot for Microsoft 365  
Microsoft Copilot