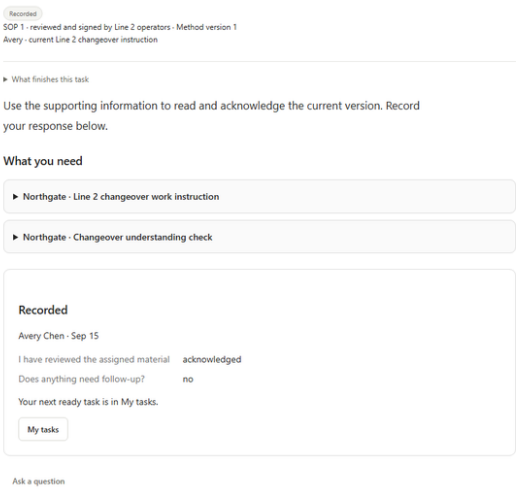
BRING A NEW PERSON INTO THE TEAM

Let new starters confirm what is known and focus on first-day essentials

Ask the starter to confirm known profile facts, check the emergency contact and read the arrival guide. Reusing known details lets them focus on the essentials that still need attention.

Confirm the profile and first-day essentials > Pass the orientation check > Read the role's must-read pack > 30-day check-in with the lead

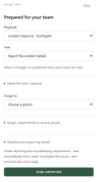
SkillSmith · Keep the acknowledgement with the assigned instruction



SkillSmith · Separate demonstration, observation and qualification decisions



SkillSmith · Choose prepared work and its recipient — incident-response example



Keep the acknowledgement with the assigned instruction

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Confirm the profile and first-day essentials; Pass the orientation check; Read the role's must-read pack; 30-day check-in with the lead	Respond with arrival guide read, each document version acknowledged, emergency contact and known facts confirmed, not re-entered.

Identify the first-day essential still needed

In a worked example, the starter's essential details are incomplete; keep the missing item visible without treating later onboarding activities as proof it was resolved.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Guide and Quiz	Open the selected material for this occurrence.
Recorded response	known facts confirmed, not re-entered, emergency contact and arrival guide read	Save the response with its work context.
Review point	emergency contact and arrival guide read	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Bring a new person into the team

Bring guide and quiz into the prepared work. Assigned team member each receive the context needed for their part.

01 Confirm the profile and first-day essentials

Record known facts confirmed, not re-entered, emergency contact and arrival guide read.

02 Pass the orientation check

Record score and pass.

03 Read the role's must-read pack

Record each document version acknowledged.

04 30-day check-in with the lead

Record member's check-in and lead's response.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Bring a new person into the team

A new hire, transfer or agency worker gets the essentials on day one, proves the basics, reads what their role requires, and has a real conversation with their lead at 30 days - the day-one readiness and the 30-day follow-up are separate facts.

New operator onboarding · Assembly

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Guide The task uses this material	Arrival and orientation guide.
Quiz The task uses this material	First-day information check.
Role documents The task uses this material	The role's must-read documents - several bindings, each pinned to its published version.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose guide, quiz and role documents from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains known facts confirmed, not re-entered, emergency contact and arrival guide read. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring guide, quiz and role documents. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

Day-one readiness (profile, orientation, must-reads) is recorded when the first three tasks are done; the 30-day check-in is recorded when held; both are visible to the lead.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Missing prerequisites are discovered after the work is assigned.	Make prerequisites and required resources visible in the prepared task plan.
Each assignment requires recreating its instructions and fields.	Choose a prepared task with its resources, response fields and next steps already defined.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which profile and first-day information must the new starter confirm?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact