



— MICROSOFT 365

RECRUITMENT, ONBOARDING AND L&D

S O 365

LIMITLESS POSSIBILITIES



Unlock the power of Microsoft 365

Microsoft 365 is used by a huge number of businesses around the world every day, including 330,000 in the UK alone. It's the top choice for business apps, with a 90% share of the productivity suite market. But, despite its popularity, very few of those companies use it to its full potential. At So365, we're on a mission to share the limitless possibilities of Microsoft 365, helping businesses become more efficient, productive, secure, and profitable.

In this guide, we've highlighted just a few ways Microsoft 365 helps HR departments improve their recruitment, onboarding, and learning and development processes.

Transform your business with Microsoft 365



Centralised: Improved control and efficiency



Secure: Industry-leading cloud security



Compliant: Exceptional data privacy control and protection



Lifetime value: A future proof investment built to your requirements



Minimal risk: Reliable, accessible, always available



Engagement and productivity: Unrivalled employee experience

Onboarding and learning and development are essential for HR teams to attract, develop, and retain talent, and to improve the organisation's performance and growth. HR teams must provide a smooth onboarding experience and continuous learning opportunities, such as training and certifications.

VACANCY MANAGEMENT

Microsoft 365 can be used for vacancy management with tools such as Microsoft Forms to capture candidate interest, Power Automate to extract information from Forms and store it in SharePoint lists, and SharePoint to track candidates, store CVs and candidate information, and share it with recruiting managers securely.



Microsoft Planner

Planner is a task management app for HR teams and employees to create, manage, and track tasks, projects, and plans. Tasks such as onboarding checklists, training modules, and performance goals can be created, assigned, and updated with progress, status, and due dates. Communication and collaboration can be done through comments and attachments.

ONBOARDING

Microsoft 365 enables HR teams to create a pre-onboarding experience for successful candidates, granting access to information and resources.



Tools such as SharePoint, Power Automate, and Microsoft Teams facilitate the creation of pre-onboarding sites, tasks, and checklists, and facilitate communication with candidates. Power Automate can also automate the generation of Planner tasks and checklists for onboarding and notify relevant departments.

FREE ONBOARDING TEMPLATES

Microsoft provides a number of free, basic templates, including an employee onboarding SharePoint List template.

The screenshot shows a SharePoint list titled "Employee onboarding". The list has five columns: "Work", "Description", "Complete by", "Complete?", and "Complete". It contains five items with various due dates and completion statuses. To the right of the list is a "Summary" and "Features" section. At the bottom, there are "Back", "Use template", and "Cancel" buttons.

Work	Description	Complete by	Complete?	Complete
Sign offer letter	Please sign your digital offer letter before joining. A hard copy will be mailed to your address soon for your records.	Before joining	✓	6/1/20
Set up your laptop	Laptop & other equipment is at your desk. If you need any troubleshooting help, please reach out to your mentor.	First day	✓	6/2/20
Intro to the team	We will have a team sync on your first day to introduce you to the rest of the team	First day	✓	6/2/20
Setup 1:1s with team members	I would like you to meet Jordan, Alexis, Ronak and Yoon-seo during the first week.	Week 1		
Immerse yourself in the product	Take the time to settle in	Week 1		

Summary
Manage your new employee's onboarding process from day 1. Share resources and contacts, and get your new hire up-to-speed quickly.

Features

- Pre-populated and designed choice pills for Complete by column
- Filtered view to look at all future to-do's yet to be completed

Back Use template Cancel

SharePoint

HR teams can use a central or department-focused SharePoint hub to bring together onboarding resources for new staff. Microsoft provides a free employee onboarding SharePoint List template, as well as free pre-onboarding and department onboarding SharePoint sites from the SharePoint Look Book, which can be tailored and customised.

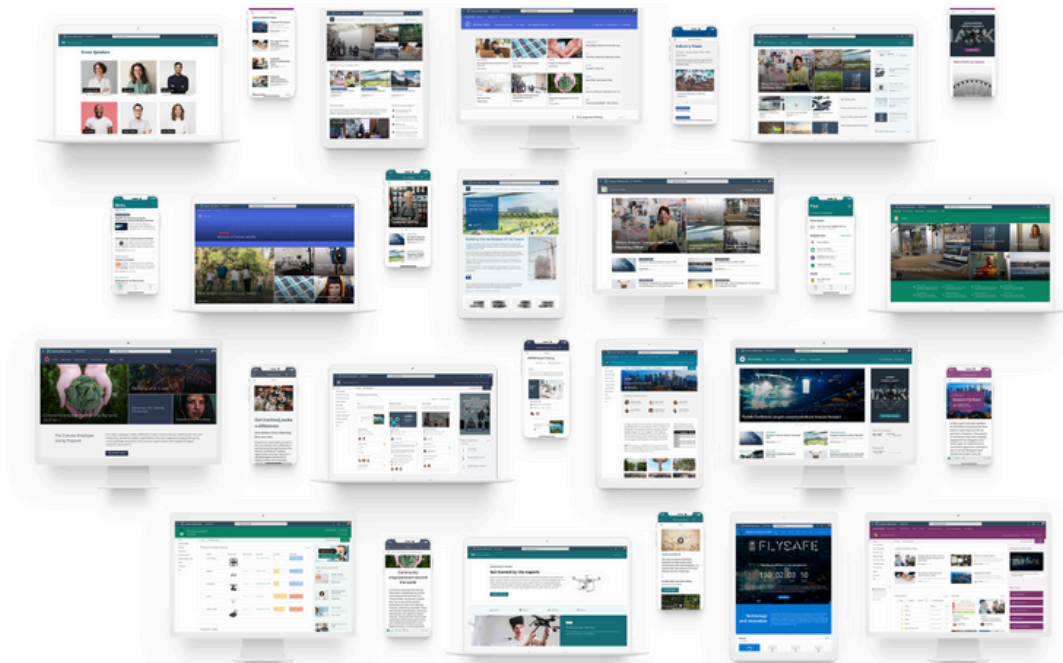


SharePoint look book

Get inspired

Discover the modern experiences you can build with SharePoint in Microsoft 365

[See examples >](#)



LEARNING AND DEVELOPMENT

HR teams can use Microsoft 365 to provide a learning and development experience for employees, with access to information and resources to develop their skills, knowledge, and competencies. Tools such as Viva Learning, SharePoint, and Microsoft Forms can be used to create and share learning pathways, portals, and resources, and to test and assess employee learning and progress. Teams, Stream, and PowerPoint can be used to create and deliver live or recorded training sessions, webinars, and videos.

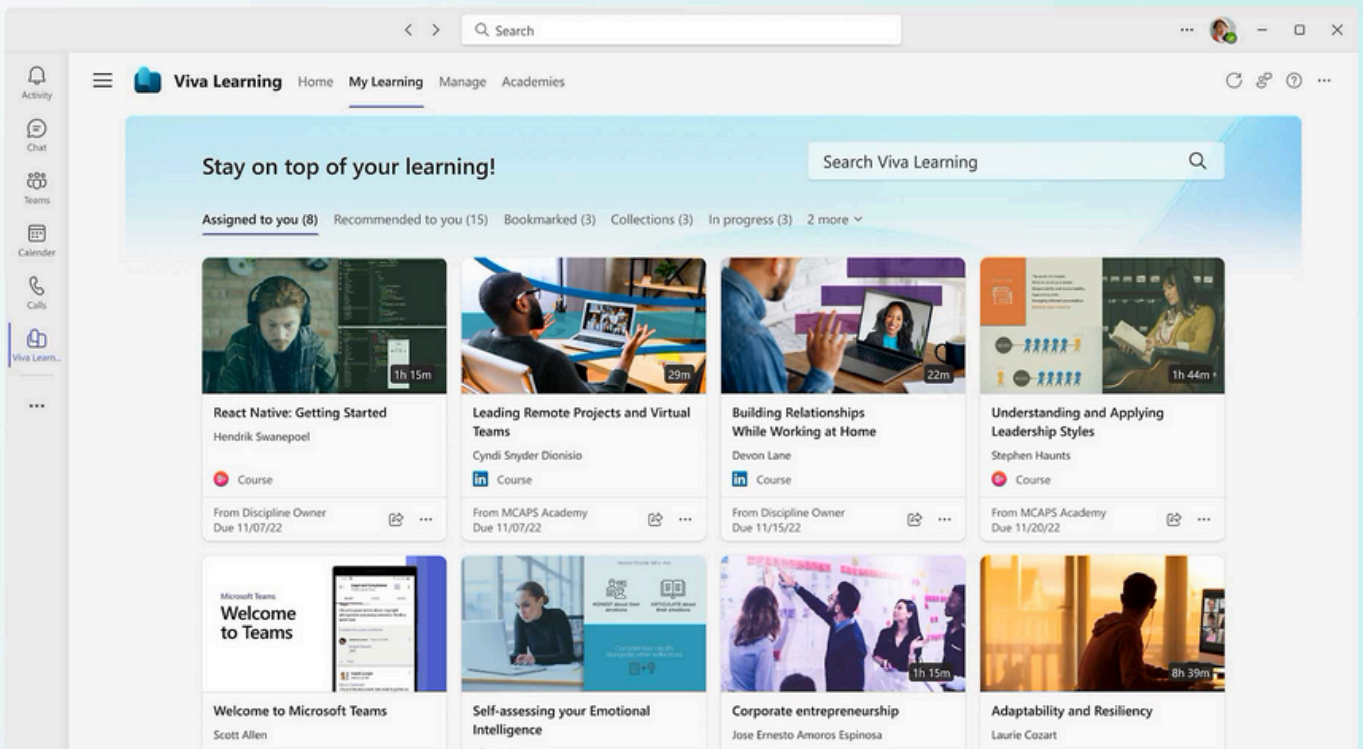


Viva Topics

Viva Topics helps employees discover and share knowledge within their organisation. It automatically organises company-wide content into relevant categories, called “topics,” and presents them in a user-friendly way, enabling employees to easily find and access information to build their skills and knowledge.

LIMITLESS POSSIBILITIES
**Transform your business
with SoHR**

[BOOK A CALL](#)



Viva Learning

Viva Learning simplifies the scheduling and delivery of training across the organisation. It provides access to a growing catalogue of training resources, including free Microsoft 365 training and LinkedIn Learning courses. HR teams can add their own training content or integrate their existing learning management system, allowing employees to access training resources and recommendations within the flow of their work.





All the benefits of Microsoft in one out-the-box HR Solution

SoHR leverages all the power of Microsoft 365 to create a fully customisable, out-the-box HR solution inside your Microsoft 365 environment.

The HR solution built for you in Microsoft 365



Designed with flexibility for your business

Unlike most HR systems, SoHR is fully customisable. It can be configured to meet your unique requirements, eliminating functionality that you don't need, and flexing and growing alongside your organisation.



Enhanced Employee Engagement

SoHR provides your employees with easy to use self-service tools and a modern compelling experience for accessing HR information, news and resources.



Fully integrated

To get the most out of your HR system, you need it to easily integrate with your other systems. SoHR is built within your Microsoft 365 environment meaning it integrates seamlessly with all your other Microsoft 365 apps.



Secure, private, accessible, and **owned by you**

HR systems should reduce risk, not increase it. Two of the biggest IT and operational risks to your organisation come from hosting your valuable and sensitive data with third parties, and from an over dependence on outside system providers who make it difficult to get your data back. With SoHR, your data will be stored securely in your Microsoft 365 environment - meaning you own the data, not a third party.



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