

# Sora's pre-boarding templates

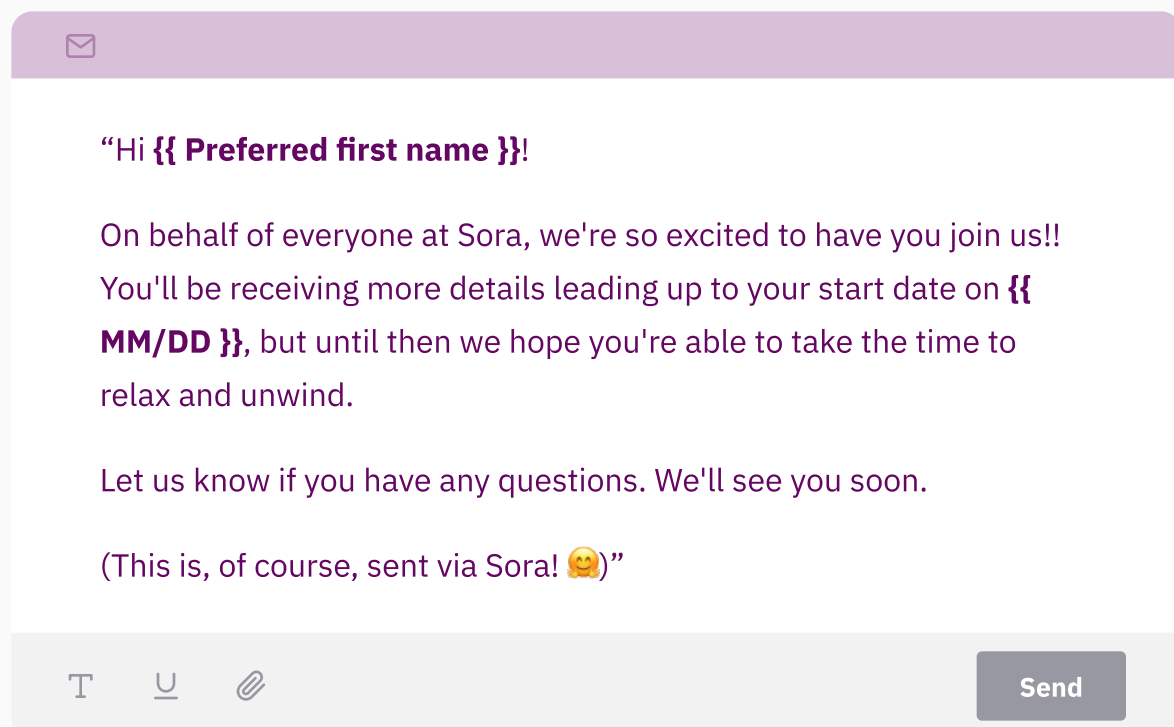


# Congratulations email from different roles

Using customizable templates helps to personalize the message, yet stay efficient. Here are some examples of templates Sora uses to send congratulations emails to our new hires:

## Co-founder

A congratulations email from a co-founder can be short and sweet. Try to make it as personable as possible. You don't need to get into the specifics of the required next steps - your new hire's hiring manager can take care of that.



## Hiring manager

A congratulations email from your hiring manager should be personable, of course, but it also needs to lay out next steps. This is their direct report, after all.



“Hey **{{ Preferred first name }}**!

It’s official! Welcome to the Sora team!

As we discussed, your first day will be **{{ Start date }}**. But we’re already at work getting things ready for you.

Your Sora email account should be coming your way soon. When that’s all set up, we’ll give your personal email a break and start sending anything you’ll need to be prepped for your first day to your new work email.

Expect a couple of emails from finance to get things set up for payroll and benefits. IT will send over a short survey to make sure we have everything you’ll need for your desk. And I’ll send over a short survey with some fun questions that we’ll use to introduce you to the rest of the Sora team.

Besides that, just enjoy any time you have off.

Before your first day, I’ll send over another email with some of the logistics for getting into the office, but definitely feel free to reach out to me about any questions that might come up before then.

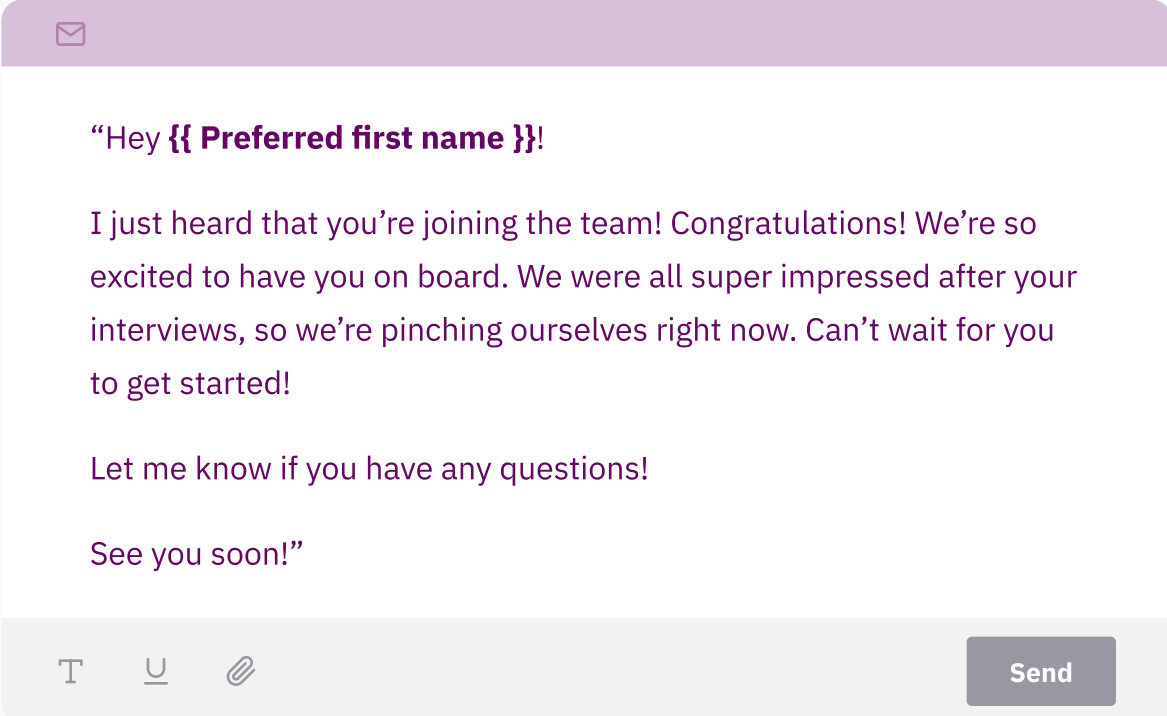
So excited to have you on the team!”



Send

## Anyone else who interviewed your new hire

A congratulations email from someone who interviewed your new hire will be the most personable and the least detailed regarding anything “strictly business”. This will resemble an email from a friend more than anything else.

A preview of an email template. It features a purple header bar with an envelope icon. The main content area is white and contains a personalized message. At the bottom, there is a grey footer bar with icons for text, underline, and link, and a 'Send' button.


✉

“Hey **{{ Preferred first name }}**!

I just heard that you’re joining the team! Congratulations! We’re so excited to have you on board. We were all super impressed after your interviews, so we’re pinching ourselves right now. Can’t wait for you to get started!


Let me know if you have any questions!

See you soon!”

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## Sora's welcome email

Here's the welcome email we use at Sora. Feel free to use it as inspiration for your own!



“Hi **{{ Preferred first name }}**,

Welcome to Sora! We're so excited to have you join our team! 🥳

As your start date approaches, we want to make sure we have all the logistics taken care of ahead of your first day. We wanted to give you a heads-up about some of the action items we'll be sending your way. Please take a look at the following as soon as you have some free time!


1. **Gusto onboarding:** Within the next few days, you should receive an email from Gusto prompting you to set up your account.
2. **Background check (via Checkr):** Within the next few days, you'll also receive an email from Checkr prompting you to fill out your background check information.
3. **Two Sora Surveys:** You'll also receive two surveys via the Sora platform (a) Welcome Survey and (b) Technology Preferences Survey.

If you have any questions at all, please don't hesitate to reach out to the People Team ([people@sora.co](mailto:people@sora.co)).

Sincerely looking forward to your first day!

Best,

Sora People Team”

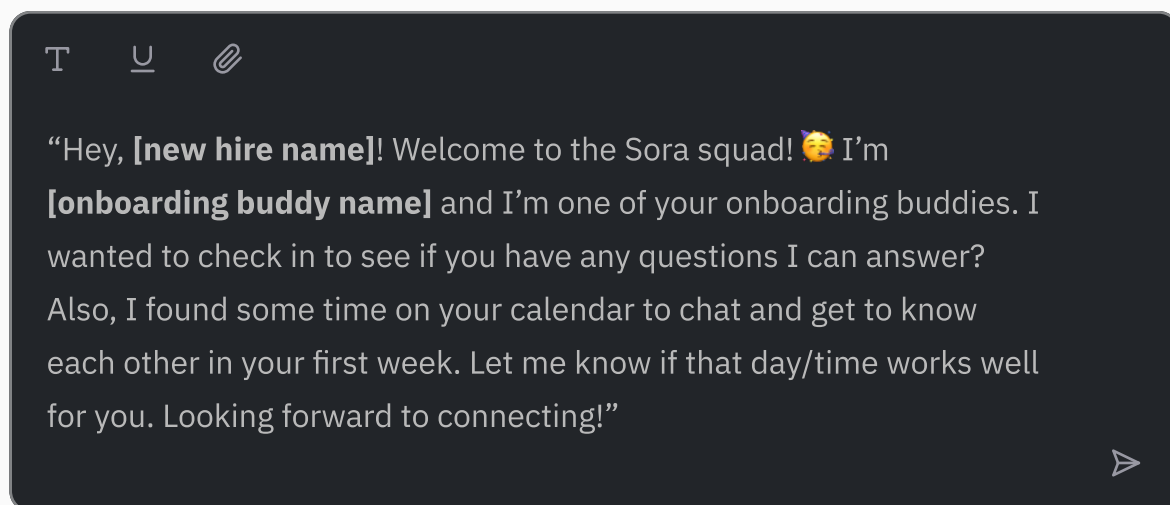
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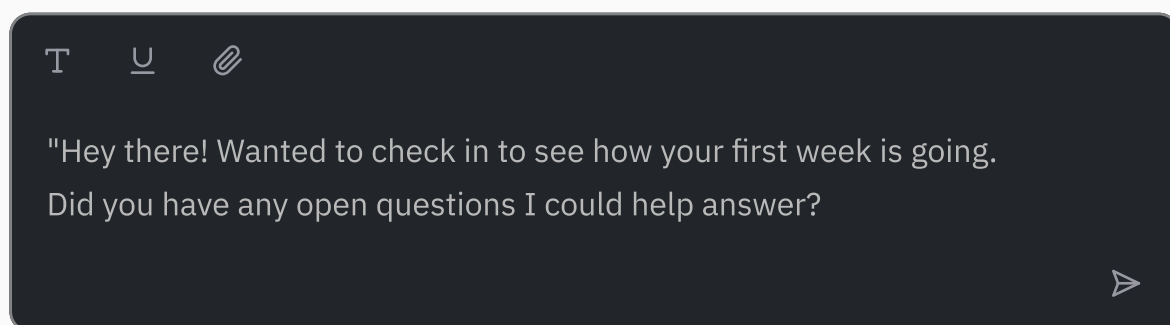
## Onboarding buddy Slack messages

We encourage our onboarding buddies to personalize these templates with their own voice and to keep their messages low-key and friendly. It can be easier to connect when their language feels more relaxed.

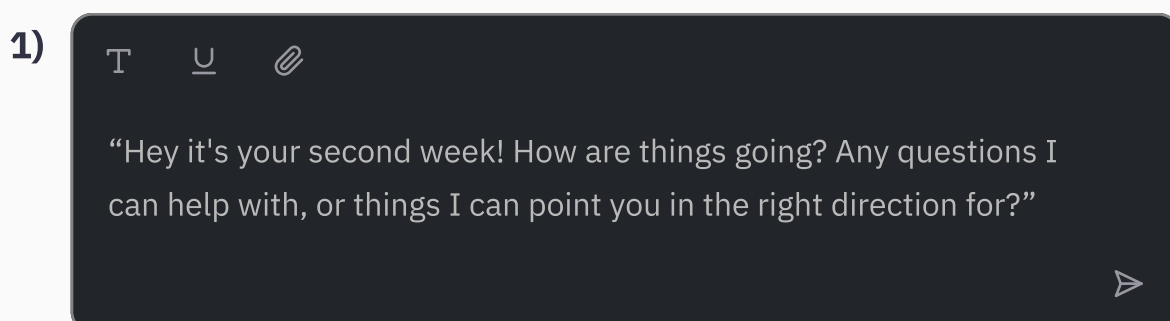
### Day 1 Message



### Week 1 check-in



### Week 2 check-in



## SORA'S PRE-BOARDING TEMPLATES

Or

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"Hi! Happy second week!! How was your first week? Is there anything I can do to make your onboarding smoother? Always happy to answer any questions you might have!"



### Weeks 3-4 check-in:

1)

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"Hi! How's your week going so far? Wanted to reach out about our recurring bi-weekly buddy chat I added to your calendar today. Does that day/time work well for you? Looking forward to chatting again soon!"



Or

2)

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"Hey there, how's it going? It's been a few days since we spoke, so I wanted to reach out and see if you needed anything. Hope your week has been going well!"



## 30/60/90 day plan

To make it even easier to build a comprehensive plan for your hiring managers, here's the template that our own People team uses at Sora.

### **Tips for completion**

#### **Identify main goals and priorities**

- Goals have a tendency to be a bit broad. Outlining high-level priorities for each phase can help us provide a more actionable plan.
  - Think: will they need to acquire any new skills or information? Build relationships with specific teammates?
- Expressing a clear metric or outcome allows individuals to benchmark their progress
- A strong example could be: "Conduct X interviews and gather information to draft the initial version of Y"
- Not-so-strong example: "Assist Marketing with blog strategy" (What indicates that this was achieved?).

#### **Reflect on the previous x days, and the next x days ahead**

- Provide feedback!
- Consider asking your new hire the below prompts and questions during check-ins:
  - What are some of the missing pieces to the puzzle that you'd like to learn in the next x days?
  - What were some wins?
  - What were some past (or current) challenges?
  - Do the goals for the next x days still accurately reflect your priorities?
  - Is there anything you need more time on in terms of onboarding?
  - Is there anything you've discovered that you wish you knew sooner?
  - What can we change to help new hires get acclimated more effectively?
  - What do you hope to accomplish by the end of the year?





Name: **[New hire's name]**

Manager: **[Manager's name]**

Start date: **[XX/XX/2022]**

### **Days 1-30**

The first 30 days are a great time to absorb information and onboarding materials. All new hires should spend time on: getting set-up across systems // learning about our product, mission, org structure, annual goals, and how we fit into the HR Tech industry // getting to know their teammates // becoming familiar with their role and how it fits into the broader company.

- Main goals and priorities
  - New Hire Onboarding Checklist **[Link to doc]**
  - **[Fill in here]**
- Reflect on what you'd like to accomplish over the next 30 days
  - **[Example questions]**
  - **[Fill in role-specific questions here]**
    - Example for Engineer: did you get timely PR review

### **Days 31-60**

This is generally the time that new hires feel ready to put what they've learned into action. Consider transition of any additional project ownership at this time.

- Main goals and priorities
  - **[Fill in here]**
- Reflect on the previous 30 days, and the next 30 days ahead
  - **[Fill in here]**

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### Days 61-90

The third month is generally the time period where a new hire demonstrates more autonomy in their role. By this time, they should also be able to make progress toward their SMART goals, and Hiring Managers should be able to provide more concrete feedback on what they've accomplished and what they can continue to improve upon. After day 90, consider doing a monthly/bi-monthly 1:1 that consists of reflection (think big picture), instead of tactical items.

- Main goals and priorities (use SMART goals)
  - **[Fill in here]** (things to consider, will the new hire be expected to introduce new processes, or suggest ways to improve existing ones?)
- Reflect on the previous 30 days, and the next 30 days ahead
  - **[Fill in here]**

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## New hire “before your first day” email (remote)



“Hey **[Preferred Name]**!

We’re so excited for you to join the team next week! As I mentioned in your welcome email, I’m here to help you get ready for your first day at [Company Name] and go over everything you need to know!

Your first day will start at **[time]** on **[date]**. **[New Hire’s Manager]** will send you a calendar invite for a welcome chat, where you’ll meet your new team and run through the agenda for your first day.

After your welcome chat, we have an exciting day planned for you! You’ll be in student mode, soaking up a bunch of learnings about your team, our culture, and our mission. Here’s your schedule:

- Welcome chat/breakfast: 9:00 AM
- Get acquainted with tools: 10:00 AM
- Chat with manager about team structure/strategy: 11:00 AM
- Welcome lunch: 12:00 PM
- Company culture overview: 1:00 PM
- Benefits/I-9 overview: 2:00 PM
- Break: 2:30 PM
- High-level product and industry overview: 3:00 PM
- Break: 4:00 PM
- End of day check-in: 4:30 PM

We have just a bit of paperwork to get done on the first day, so please have acceptable I-9 documents on hand so we can get that all squared away!

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If you're wondering what to wear to work, we encourage you to express your own sense of style! From athleisure to business casual, feel free to rock an outfit within that range!

And if you have any questions before then, don't hesitate to email me about anything. No question is too small.

We're so excited for you to start next week! See you soon!

- **[First Name]**"

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## New hire “before your first day” email (in-office)



“Hey **[Preferred Name]**!

We’re so excited for you to join the team next week! As I mentioned in your welcome email, I’m here to help you get ready for your first day at **[Company Name]** and go over everything you need to know!

Your first day will start at **[time]** on **[date]**. You can park at the **[Name]** parking structure (before you get your parking pass, parking will be validated!) on **[Intersection]**. Your name will be at the front desk in the lobby. Just show them your ID, and they’ll grab an elevator for you.

**[New Hire’s Manager]** will greet you at the front doors of the office and take you to your desk, where you can drop your things off and then meet your team in the kitchen for a welcome breakfast!

After your welcome breakfast, we have an exciting day planned for you! You’ll be in student mode, soaking up a bunch of learnings about your team, our culture, and our mission. Here’s your schedule:

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And if you have any questions before then, don't hesitate to email me about anything. No question is too small.

We're so excited for you to start next week! See you soon!

- **[First Name]**"

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