

# Qualee HR Cheat Sheet

## The Ultimate New Hire Onboarding Checklist

### First Day – Setting the Tone

- Send welcome email with agenda and intros
- Set up logins, devices, and workspace access
- Assign onboarding buddy or mentor
- Introduce company mission, values, and culture
- Review role, expectations, and success metrics
- Host welcome call or team lunch
- Conduct end-of-day check-in

### First Week & 30 Days

- Complete platform and product walkthroughs
- Attend HR and policy orientation
- Join key team meetings and 1:1s
- Finish initial training modules
- Set 30-60-90 day goals
- Participate in team rituals or stand-ups
- Submit onboarding feedback or pulse survey

### Beyond (30 Days to 6 Months)

- Attend regular check-ins and coaching sessions
- Take on first projects or contributions
- Join an ERG or internal initiative
- Receive and give peer feedback
- Begin skill development or learning track
- Complete 90-day review
- Finalize 6-month milestone + career conversation

## How to Promote a Sense of Belonging at Work

### Build Belonging the S.M.A.R.T. Way

- S** **Specific** – Define what belonging looks like in your culture.
- M** **Measurable** – Use pulse surveys & feedback loops.
- A** **Assignable** – Make leaders accountable for inclusion.
- R** **Realistic** – Focus on achievable, people-first actions.
- T** **Time-bound** – Set goals, track progress, iterate.

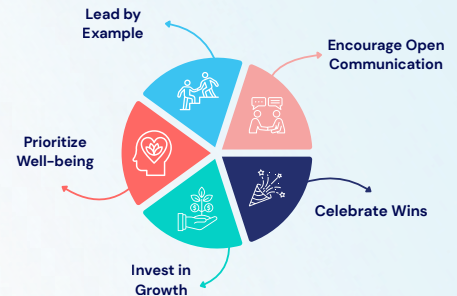
## 4 Tips for a Winning Recruitment Strategy

- Know Who You Need**  
Define the skills, mindset, and culture fit you need.
- Craft Job Posts That Attract**  
Write clear job posts that show why your company's worth joining.
- Widen Your Reach**  
Use social media, referrals, and networks to find top talent.
- Engage Passive Candidates**  
Send personalized messages that highlight why they're a great fit.

## 5 Tips to Attract The Perfect Employee



## Tips for Building a Thriving Company Culture



## The Ultimate HR Glossary

<b>Talent Acquisition</b> Talent Acquisition is a strategic approach to identifying, attracting, and onboarding skilled individuals to effectively meet an organization's workforce needs.	<b>Performance Management System (PMS)</b> A performance management system (PMS) is a comprehensive approach to managing and optimizing employee performance within an organization. It	<b>Employee Engagement</b> Employee engagement refers to the emotional commitment and connection that employees feel towards their work, their team, and their organization.
<b>Corporate Culture</b> Corporate culture refers to the shared values, beliefs, behaviors, and practices that characterize an organization and shape the way its employees interact with each other, customers, and stakeholders.	<b>Data-Driven Recruiting</b> Data-driven recruiting is an approach to talent acquisition that relies on the collection, analysis, and application of data to inform and optimize the hiring process.	<b>Workforce Development</b> Workforce development refers to the comprehensive set of strategies, policies, and programs designed to enhance the skills, knowledge, and competencies of a region's or organization's workforce.
<b>Human Resource Analytics</b> Human Resource Analytics (HR Analytics), also known as People Analytics or Workforce Analytics, is the process of collecting, analyzing, and interpreting data related to human resources functions to make data-driven decisions and improve organizational performance.	<b>eNPS, or Employee Net Promoter Score</b> eNPS, or Employee Net Promoter Score, is a metric used to measure employee loyalty and satisfaction within an organization. It is derived from the Net Promoter Score (NPS) methodology, which is commonly used to gauge customer loyalty.	<b>Skills Gap Analysis</b> A Skills Gap Analysis is a systematic review and evaluation process used to identify the difference between the current skills of an individual or workforce and the skills required to achieve organizational goals or perform specific job functions effectively.

## 6 Key Considerations When Choosing HR Analytics Tools



## Talent Acquisition vs Recruitment

Quick Reference Guide for HR Professionals

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| <b>Talent Acquisition</b> <ul style="list-style-type: none"> <li>• Strategic and long-term approach</li> <li>• Focuses on future workforce needs</li> <li>• Builds and nurtures talent pipelines</li> <li>• Emphasizes employer branding and relationships</li> <li>• Targets both active and passive candidates</li> <li>• Involves workforce planning and forecasting</li> <li>• Suitable for ongoing or high-growth hiring</li> <li>• Outcome: Sustainable talent strategy</li> </ul> | <b>Recruitment</b> <ul style="list-style-type: none"> <li>• Tactical and short-term process</li> <li>• Focuses on filling immediate vacancies</li> <li>• Seeks to quickly identify and hire candidates</li> <li>• Centers on job postings and applicant tracking</li> <li>• Targets mostly active job seekers</li> <li>• Involves job-specific sourcing and screening</li> <li>• Suitable for urgent or backfill needs</li> <li>• Outcome: Quick role fulfillment</li> </ul> |
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## When Efficient ≠ Effective

Quick Reference Guide for HR Professionals

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| <b>Common Efficiency Traps</b><br>Fast, but Fragile. <ul style="list-style-type: none"> <li>• Onboarding is rapid but lacks role clarity</li> <li>• Approvals fly but decisions feel misaligned</li> <li>• Training is short but no one remembers it</li> <li>• Automation flows but no human connection</li> </ul> <p>⚠️ <b>Bottom Line:</b> If people are disengaged or underprepared, the process failed, no matter how fast it was.</p> | <b>What Effective Really Looks Like</b><br>Process + Experience = Impact <ul style="list-style-type: none"> <li>• Clear role expectations from Day 1</li> <li>• Human check-ins at key moments</li> <li>• Context-rich training, not just modules</li> <li>• Feedback loops built into every step</li> <li>• Moments of belonging baked in, not bolted on</li> </ul> <p>💡 <b>Ask yourself:</b> Does this process build clarity, connection, and confidence?</p> |
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## 4 Must-Know HR Metrics & Formula's for Every HR Professional

<b>Cost Per Hire</b> $\text{Cost Per Hire} = \frac{\text{Total recruitment cost} + \text{Total onboarding cost}}{\text{Number of hires}}$	<b>Turn Over Rate</b> $\text{Turn Over Rate} = \frac{\text{Number of departures}}{\text{Average total employees}} \times 100$
<b>Total Days to Hire</b> $\text{Total Days to Hire} = \frac{\text{Total days to hire}}{\text{Number of hires}}$	<b>Employee Retention Rate</b> $\text{Employee Retention Rate} = \frac{\text{Number of retained employees}}{\text{Total employees}} \times 100$



Strong HR decisions start with understanding **what truly motivates employees**. Go beyond annual surveys and create regular touchpoints such as pulse surveys, team check-ins, and informal conversations. When HR teams consistently listen to employees' needs, challenges, and aspirations, they can design policies, benefits, and workplace cultures that genuinely support people and processes.