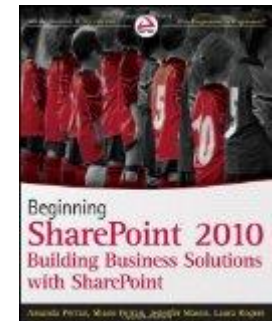


Using SharePoint to Build an Interactive On-Boarding Experience



About me...



My Job Description

- I work with users at Rackspace to answer the question.....

"Wouldn't it be great if we could do {enter thing here}, yeah it would be great! Can you please go do {enter thing here}"



Today's Topic

Interactive Onboarding Experience



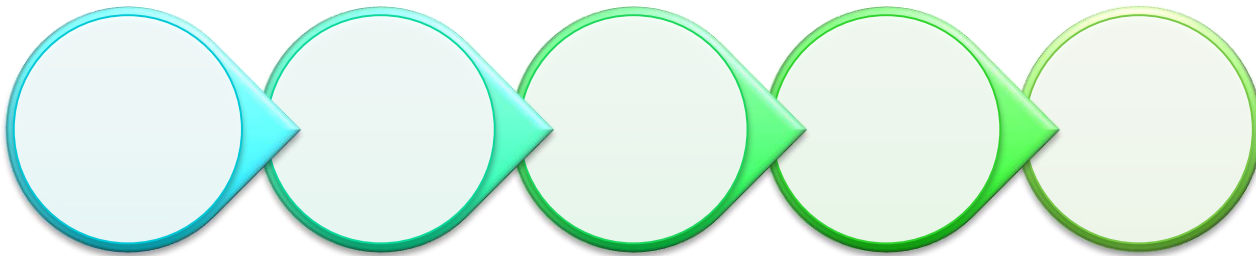
Welcome to Rackspace!

SugarBear....Lawrence Reyes, Ambassador of Rackspace Culture



The Process

1. Identify the Business Problem
2. Gather Information
3. Design the Solution
4. Building the Solution
5. Managing the Solution



Business Problem

- Need a single place to.....
 - Direct Managers to Content to Share with New Hires
 - Provide Instructions to New Hires about Orientation
 - Share Content During the Orientation Week



Current State

- Solution

- File Server
- Email

- Pain Points

- Lost Data
- Lots of Required Maintenance
- Security Management
- Single Point of Failure for Absent Coordinator (email)

The Symptoms

Disorganization

Frantic Last Minute Planning

Students Can't Access Data

Rework with Each Session

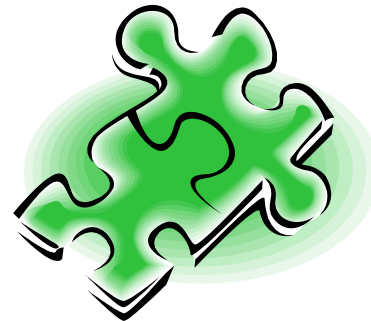
Gather Information

- Remove all technology from the conversation and map out the following:
 - Who will use the system?
 - What do they need to do?
- Our Primary Users
 - HR Administrators who Manage Orientation Sessions
 - Presenters who Teach The Sessions
 - Students who Attend the Sessions

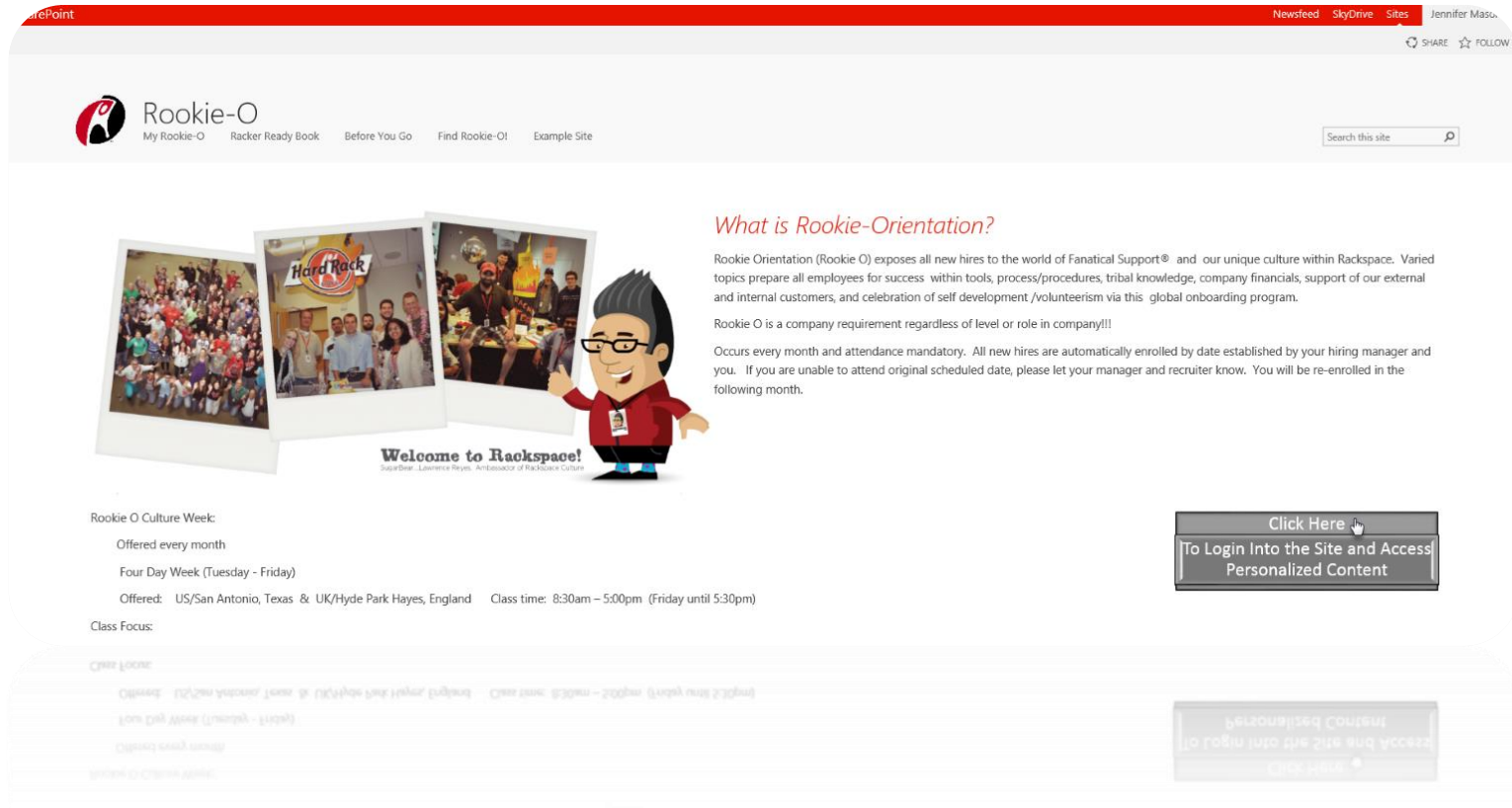


Design the Solution

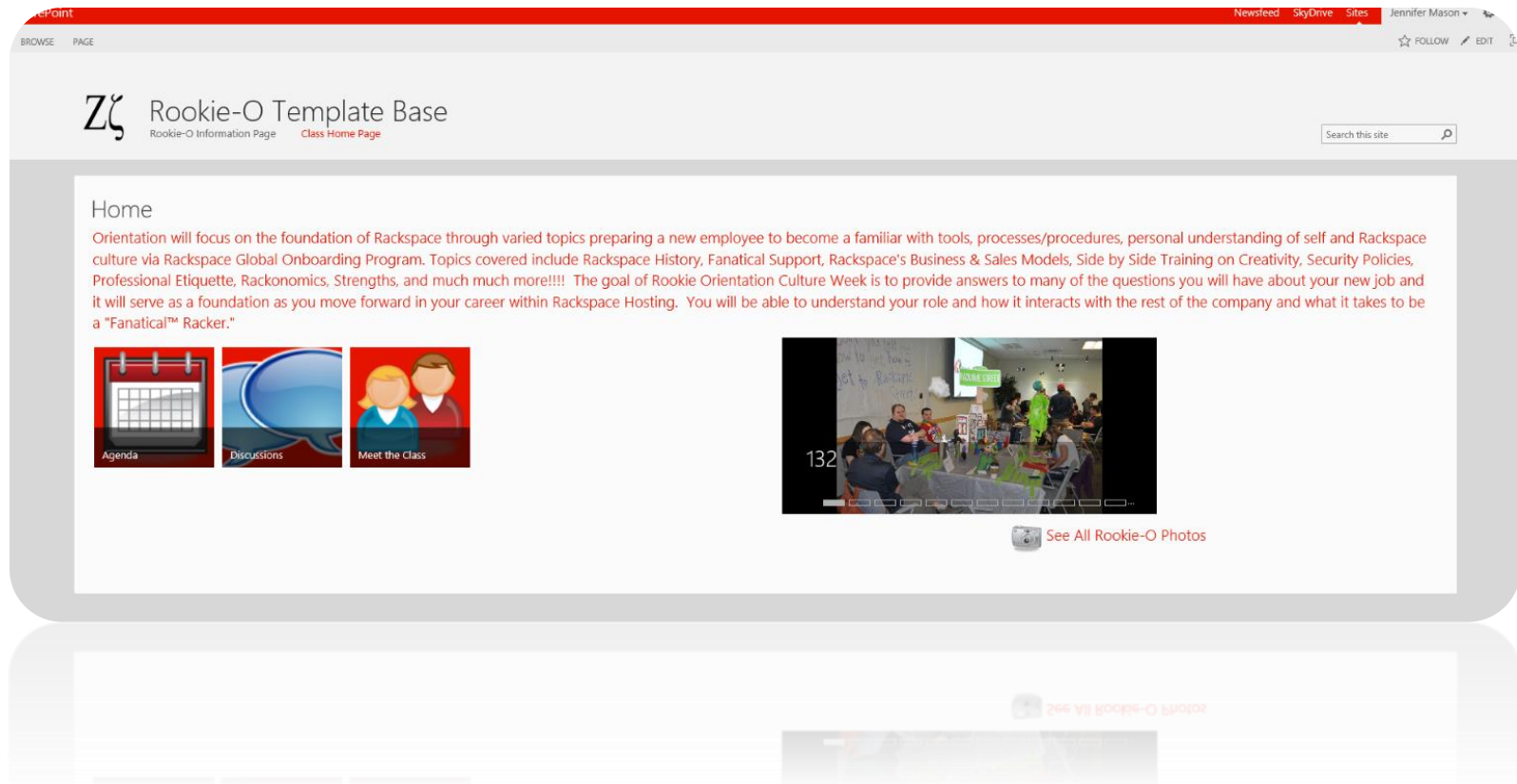
- The business user that we were working with didn't have much SharePoint experience, so we took the following approach:
 1. Build a very simple shell SharePoint solution to help them get some visual grounding to what could be done.
 2. Regroup on ideas that flow from the presentation of the prototype.
 3. Finalize Requirements and build a phased implementation approach



Building the Solution



Building the Solution



Building the Solution



SharePoint Newsfeed SkyDrive Sites Jennifer Mason


BROWSE PAGE

☆ FOLLOW SYNC EDIT

Zc Rookie-O Template Base
Rookie-O Information Page [Class Home Page](#)

Search this site

Session Details


 Click [here](#) to see full agenda

Welcome


Tuesday 8:30 AM - 9:00 AM

Discussion to establish class rules and norms, expectations, and getting to know individuals at select tables as well as entire class.

✓ Presented By

 **SugarBear Reyes**
Manager of Talent On-Boarding - US, Talent Acquisition

Documents

Type	Name
	Test Document 1

Links

URL	Notes
Fresh Prince of Rackspace	...
Rackspace Rookie-O May 2013	...

My Tips & Tricks

- Promoted Links



- Workflows that Populate HTML for Rollup

Agenda

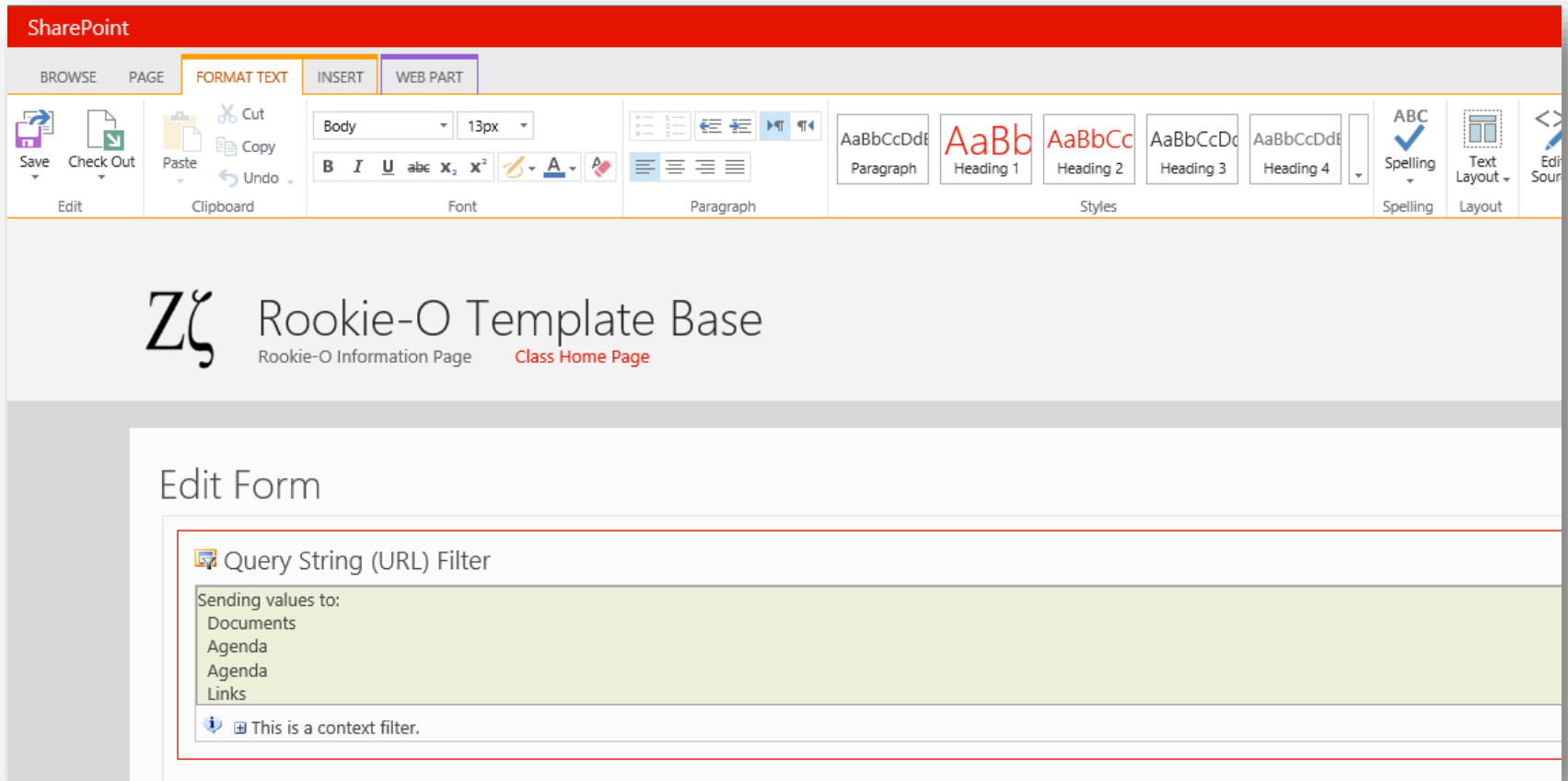
[+ new item](#) or [edit](#) this list

[All Items](#) [Presented By](#) [Agenda](#) ...

✓	Edit	Title	Summary	Session	Details
		Welcome	Welcome <i>Tuesday 8:30 AM - 9:00 AM</i> Discussion to establish class rules and norms, expectations, and getting to know individuals at select tables as well as entire class.	Welcome	8:30 AM - 9:00 AM : Welcome

My Tips & Tricks

- Connected Web Parts



The screenshot shows a SharePoint web page with a red header bar labeled "SharePoint". Below the header is a ribbon with tabs: "BROWSE", "PAGE", "FORMAT TEXT", "INSERT", and "WEB PART". The "FORMAT TEXT" tab is active, showing options for "Save", "Check Out", "Paste", "Copy", "Cut", "Undo", "Font" (with a dropdown menu set to "Body" and "13px"), "Paragraph" (with alignment options), "Styles" (with options for Paragraph, Heading 1, Heading 2, Heading 3, and Heading 4), "Spelling" (with a dropdown arrow), and "Text Layout" (with a dropdown arrow). Below the ribbon, the page content displays a large "Z" logo followed by the text "Rookie-O Template Base". Underneath this, it says "Rookie-O Information Page" and "Class Home Page". Below this, there is a section titled "Edit Form" which contains a "Query String (URL) Filter" web part. The web part displays a list of values: "Documents", "Agenda", "Agenda", and "Links". At the bottom of the web part, there is a note: "This is a context filter."

Managing the Solution

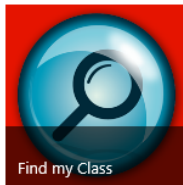
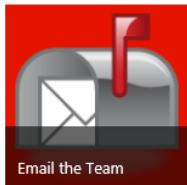
- We want to make it easy to work with, so we are doing the following.....
 - Creating a Standard Template for all Sessions
 - Creating Specific Landing Pages to Deliver Role-Based Content
 - Training the HR Admins to Add Content / Users / Manage Permissions



Role Based Landing Page

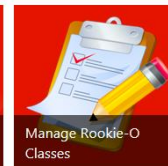
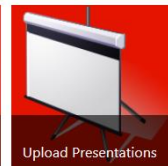
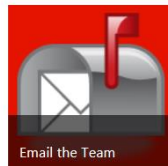
My Rookie-O Actions

Below are the actions currently available to you. Should you have any questions, please contact us and we will respond as quickly as we can.



My Rookie-O Actions

Below are the actions currently available to you. Should you have any questions, please contact us and we will respond as quickly as we can.



Questions / Discussion

