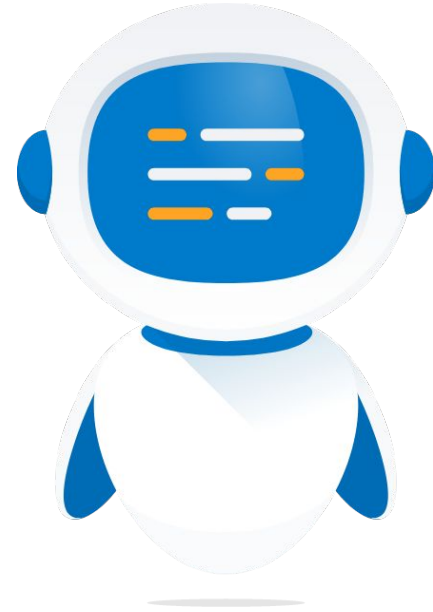


Onboarding chatbot: Onboardy

Day by day script
by Anja Sergeeva



Day 1

Hi and welcome, Visma onboarding chatbot here!

I'm here to bring some structure and ease to your first 90 days at Visma. You can call me Onboardy.

I will remind you about some daily tasks and activities to keep your onboarding process running.

Ask me simple questions about your onboarding or just type a few keywords.

(after 1 min)

Are you ready to take a look at your **First Day checklist?** *(link)*

(Typing 4 seconds)

All activities are organized in a recommended order but you are free to choose your own, of course.

Let's get started!

Day 2

Good morning, Paul! Your second day at Visma, yey! I've got a **First Week Checklist** for you.

(around 11:00)

Let's begin to explore **Visma UX community** today!

(around 13:00)

Use Google Calendar to schedule short meetings with your teammates.

Need some assistance with Google Calendar? Here is a link to **Google Calendar guide** or ask your mentor to show you how Google calendar works.

(Typing 4 seconds)

There are no wrong questions and noone was born knowing everything ;)

(around 14:00)

Time to learn about your **role description**.

Day 3

Hi Paul! Did you get the introduction to the project you'll be working on? If not - ask your mentor or manager.

(around 13:00)

Time to schedule a weekly check-up with your mentor. Just book 30 minutes with your mentor at your Google Calendar closer to the end of the week. Discuss with your mentor and make it a weekly routine.

(around 14:00)

Make sure you have all the **design tools** you need.

Day 3

Hi Paul! Did you get the introduction to the project you'll be working on? If not - ask your mentor or manager.

(around 13:00)

Time to schedule a weekly check-up with your mentor. Just book 30 minutes with your mentor at your Google Calendar closer to the end of the week. Discuss with your mentor and make it a weekly routine.

(around 14:00)

Ready to start creating? Make sure you have all the **design tools** you need.

Day 4

Hi Paul! If you didn't send your introduction to the Visma design community yet - today might be a good day for it.

(Typing 4 seconds)

Tell us about yourself in your own words.

Here are some guidelines:

- Your name
- Work position at Visma
- Project you working on at Visma
- Do you have any hobbies?
- Your photo - it can be less official than your profile picture here on Slack.

(Typing 2 seconds)

When you're ready - share it on **#sig-ux**

(around 13:00)

Learn about **Visma's design vision.**

Day 5

Hi Paul! Did you know that we are having an on-line UX inspiration meeting every two weeks on Friday? Make sure that you are invited - check at your Google Calendar.

(Typing 4 seconds)

Ask **Amanda Lundius Mörck** to invite you if you weren't.

(around 14:00)

Lao Tze once said: "Every journey starts with a single step". Think about your plan for the [first 90 days at Visma](#). Think about the goals you want to achieve. Book a meeting with your manager to discuss your plan.

Day 6

Hey, Paul! It's time to book your **Visma UX intro**.

Day 7

1. Morning, Paul! Congrats on your first week at Visma!

(around 14:00)

You know what? We have a **#global-watercooler** channel here on Slack.
It is a Visma-wide channel to talk about anything.

(Typing 4 seconds)

I've noticed that people are mostly posting nerdy memes and links to some inspiring articles there.
Basically it is a cozy digital space to hang out with your colleagues!

Day 8

Hey there! Paul, are you ready for your **First 90 days at Visma Checklist?**

Day 20

Hello Paul! It's been a while! Did you know that the **#sig-ux channel** here on Slack can be very useful? You can:

- Share something that inspires you in your work
- Ask your colleagues for an opinion
- Create some easy voting poll
- Invite your colleagues to do some user testing, ect.

(Typing 3 seconds)

Challenge yourself and share something on **#sig-ux channel** this week!

Day 25

Hi Paul! Want a sneak peak of your possible future at Visma?
Discover your opportunities with **Visma Development paths.**

Day 35

Good morning, Paul! Are you ready to share something you are working on at **UX Inspiration meeting?**

(Typing 3 seconds)

It might give you some useful inputs on your project and some support from the design community never hurt anybody.

After 6 weeks

Hi Paul, time to complete the **Onboarding survey**. The survey will take around 5-7 minutes.

(Typing 3 seconds)

We are always looking for ways to improve the onboarding process for New designers at Visma!

Day 70

Hello Paul! At the end your first 90 days at Visma, you'll have a final checkup session with your mentor. Make sure you have time and date booked.

(Typing 4 seconds)

Discuss with your mentor what would you like to talk about at your final checkup.

Day 90

Good morning and congrats, Paul!

For exactly 90 days ago you've started at Visma as a New designer. Time flies when you're having fun, right?

(Typing 4 seconds)

It was a delight being your digital buddy, but my work here is done!

(Typing 3 seconds)

However, this is not the end, it's only the beginning. So goodbye, good luck and enjoy your Visma-journey!



Respect

Reliability

Innovation

Competence

Team spirit