

AI prompts to fast track global onboarding

Hiring someone new is one thing. Getting them set up properly so they can hit the ground running? That's another. And, unfortunately, it's where a lot of businesses (unintentionally) drop the ball, especially when it comes to international hiring.

These AI prompts can help you get onboarding right—and assess the success of your efforts. Before you jump in, make sure you have the following data handy:

- Employee ID (any unique identifier tied to your employee)
- Department
- Job Title/Role
- Country
- Work Location
- Start Date
- Job Description
- Benefit Plan summaries (for all countries!)
- IT provisioning documentation (who gets access to what and when)
- Relevant compliance guidelines for each country (think required documentation and relevant employment laws)
- Performance data (scores, if applicable)
- Sentiment survey data
- Onboarding feedback
- Termination date
- Termination type

#1 Create country- and role-specific onboarding checklists for global employees

This prompt helps ensure a consistent yet tailored onboarding process for all employees. Before you start, gather role and location information for employees who have signed offer letters, as well as any existing IT, benefits, and compliance documentation you have. This prompt will organize this information in a clear process for each country.

Prompt

You will receive the following files:

- CSV of new employees with the following columns: EmployeeID, Department, JobRole, CountryName, WorkLocation, StartDate
- Job Descriptions for each job role
- Country-specific benefits plans
- IT provisioning documentation
- Compliance Guidelines for each country (e.g., required documentation, local HR laws)

Develop a comprehensive, phase-by-phase global onboarding plan for new employees in the following countries [Country Name 1, Country Name 2, Country Name 3]. This should include the following:

- Checklist for HR
 - Include preboarding documentation, new hire system setup, payroll and benefits enrollment, legal and compliance tasks.
- Checklist for IT
 - Hardware provisioning and account setup
 - Secure system access
 - Data privacy and cybersecurity onboarding
- Preboarding and first day comms from HR and managers
 - Welcome email from HR with schedule and resources
 - Welcome message from manager (personalized)
 - Day 1 overview of tools, meetings, and orientation sessions
- 30/60/90 plan
 - Align with company and team goals
 - Include learning milestones, check-ins, and feedback cycles

Each country's onboarding plan should take into account and highlight critical differences in the following:

Compliance:

- Required legal/compliance documentation (e.g., tax ID, social security, visa verification)
- Probation periods, notice periods, and local employment laws

Cultural Nuance:

- Adjust tone and communication cadence based on local work styles (e.g., high-context vs. low-context communication, expectations around availability or tool use).

IT Access:

- Include considerations for IT setup for both in-person and remote employees.

Benefits:

- Benefit eligibility including healthcare, pension, leave policies

Sample ChatGPT output:



HR Onboarding Checklist – India

Employee Location: India

Applies To: Full-time employees (remote and on-site)

Use This: To track compliance, cultural integration, and engagement milestones



Preboarding (Before Day 1)

Task	Responsible Party	Notes
 Offer Letter Sent and Signed	HRBP / Recruiter	Include detailed CTC breakup with fixed/variable components
 Collect Mandatory Documentation	HR Operations	PAN Card, Aadhaar, Bank Account, Passport Photo, Educational Proofs
 Background Verification (BGV) Initiated	HR / Vendor	Conduct BGV on last 2 employers, education, and criminal records
 Assign HR Buddy / Culture Coach	HR	Preferably same city or department
 Explain Tax Declarations & Investment Proof Requirements	HR	Send FAQs about Form 12BB, Section 80C, HRA, etc.

Tip: If you have old 30/60/90 templates, even for older roles, they will make the results more useful. Uploading Holiday Calendars by country can also help ensure holidays don't interfere with any key milestones.

#2 Create country- and role-specific onboarding checklists for global contractors

This prompt helps ensure a consistent yet tailored onboarding process for all contractors, which will be more streamlined than your employee onboarding process. Before you start, gather role and location information for employees who have signed offer letters, as well as any existing IT and compliance documentation you have. This prompt will organize this information in a clear contractor process for each country.

Prompt

You will receive the following files:

- CSV of new contractors with the following columns: ContractorID, Department, JobRole, CountryName, WorkLocation, ContractStartDate, ContractEndDate
- Job/Assignment Descriptions for each role
- Local Compliance Guidelines (e.g., contracting laws, classification rules) by country

Please develop a phase-by-phase global onboarding plan for new contractors in the following countries: [Country Name 1, Country Name 2, Country Name 3]. The plan should include:

- Checklist for HR
- Focus on contract compliance, documentation, payment setup, and classification accuracy (employee vs. contractor risk).
- Checklist for IT
- Preboarding + First Day Communications
 - Short welcome email template from HR
 - Project or role-specific context email from the hiring manager

Each country's onboarding plan should take into account and highlight critical differences in the following:

- Compliance:
 - Reflect relevant contractor classification rules, documentation (e.g., invoices vs. timesheets), tax responsibilities, and independent contractor agreements.
- Cultural Nuance:
 - Adjust tone and communication cadence based on local work styles (e.g., high-context vs. low-context communication, expectations around availability or tool use).
- IT Access:

- Ensure all access is provisioned with least-privilege principles, and set expiration dates for access tied to contract end. Include considerations for IT setup for both in-person and remote contractors.

Sample ChatGPT output:

 Germany

Compliance:

- Must verify freelancer tax ID (Steuernummer)
- Contractor classification is tightly regulated — no set work hours or direct supervision
- Payment via invoice only, including VAT details if applicable

Cultural Nuance:

- Formal tone preferred in onboarding
- Contractors may expect clarity, written documentation, and defined scope

IT Access:

- Restrict access to tools storing customer data due to GDPR
- Email optional—many contractors prefer using their own domain

Tip: You can choose the format that works best for you. If you work in Notion or Google Docs, specify your preference to ChatGPT.

#3 Evaluate the success of onboarding initiatives

This prompt helps you understand the effectiveness of your onboarding processes across countries. Before you start, you will need onboarding survey results, performance ratings, and basic retention data.

Prompt

Using a CSV file with the following columns: EmployeeID, Department, HireDate, First90DayPerformanceRating, OnboardingSatisfactionScore, ManagerFeedbackOnboarding, VoluntaryTerminationDate (if applicable):

Do the following:

Filter Records:

- Only include employees where First90DayPerformanceRating and OnboardingSatisfactionScore are available.

Categorize Onboarding Success for Both Groups: For each employee in both the 'Before Initiative' and 'After Initiative' groups, categorize their onboarding success:

- OnboardingSatisfactionScore (e.g., scale of 1-5, where 4-5 is 'High Satisfaction', 3 is 'Medium Satisfaction', 1-2 is 'Low Satisfaction').
- First90DayPerformanceRating (e.g., 'Exceeds Expectations', 'Meets Expectations', 'Needs Improvement').
- Assign to one of these categories:
 - Strong Onboarding Success:
 - OnboardingSatisfactionScore is 'High Satisfaction' AND First90DayPerformanceRating is 'Exceeds Expectations' or 'Meets Expectations'.
 - OnboardingSatisfactionScore is 'Medium Satisfaction' AND First90DayPerformanceRating is 'Exceeds Expectations'.
 - Moderate Onboarding Success / Monitor:
 - OnboardingSatisfactionScore is 'Medium Satisfaction' AND First90DayPerformanceRating is 'Meets Expectations'.
 - OnboardingSatisfactionScore is 'High Satisfaction' AND First90DayPerformanceRating is 'Needs Improvement'.
 - Immediate Onboarding Concern:
 - OnboardingSatisfactionScore is 'Medium Satisfaction' AND First90DayPerformanceRating is 'Needs Improvement'.

- OnboardingSatisfactionScore is 'Low Satisfaction' (regardless of First90DayPerformanceRating).

Identify Early Turnover: Flags employees who have a VoluntaryTerminationDate within their first 6-12 months of employment.

Generate a Comparative Onboarding Effectiveness Report (Anonymized): The final output should be a summary table and accompanying bar charts. This report should be anonymized and will not include individual EmployeeIDs. This table should include:

- The count of employees in each group.
- The percentage of employees falling into each of the detailed Onboarding Success categories for each group.
- The percentage of 'Early Turnover' for each group.
- (Optional: Average OnboardingSatisfactionScore and First90DayPerformanceRating for each group).

Provide actionable recommendations for HR professionals. These recommendations should highlight high-performing countries and countries with lower satisfaction or higher early turnover. Suggest specific improvements or areas to investigate further to enhance onboarding and reduce early turnover. These recommendations should be able to be localized.

Sample ChatGPT output:

 **Summary Table: Onboarding Effectiveness by Country**

Country	Total Employees	% Strong Success	% Moderate / Monitor	% Immediate Concern	% Early Turnover	Avg. Satisfaction Score
United States	50	68%	20%	12%	8%	4.1
India	50	54%	30%	16%	12%	3.6
Ireland	50	76%	16%	8%	4%	4.3

Tip: You can also run this prompt with contractors. If you do so, amend it to remove attrition data.

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