

KNOWLEDGE BASE ARTICLE

Boost Onboarding with the New Employees Web Part in SharePoint Online



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Introduction	4
Adding the Web Part	5
Web Part Configuration	5
Web Part Title	5
Display Options and Filter Data	6
Fields to Display on Employee's Card	7
Additional Options	8
Data Source	9
Conclusion	9
Terms	10

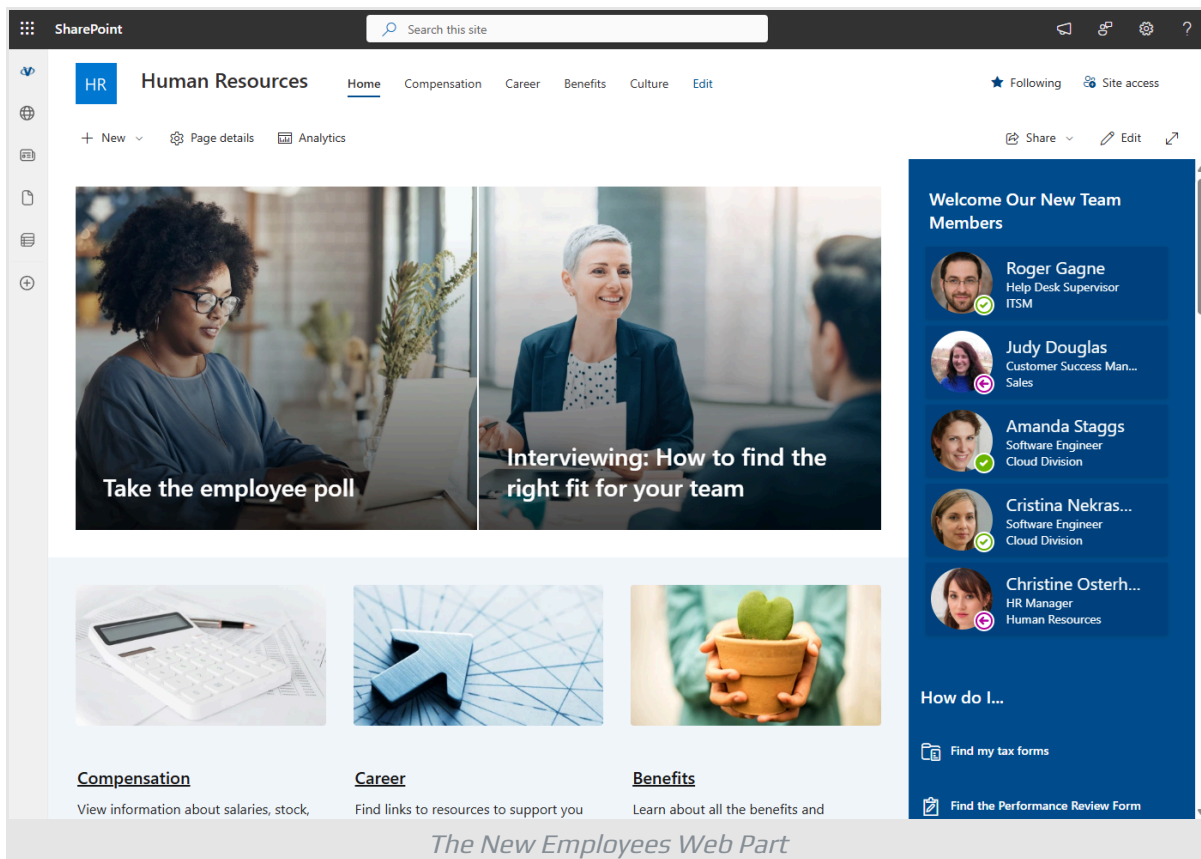
Introduction

Spotlighting recently hired employees is crucial for fostering a welcoming and inclusive workplace environment. Highlighting new team members not only helps them feel valued and recognized from the start but also plays a significant role in the onboarding process.

When new employees are introduced and celebrated, it facilitates smoother integration into the team, encourages early engagement, and helps build connections with colleagues. Effective onboarding is essential for ensuring that new hires quickly become productive and comfortable in their roles.

By showcasing new employees, organizations can:

- **Enhance Visibility:** Making new hires visible to the entire organization helps them feel acknowledged and appreciated, boosting their confidence and morale.
- **Encourage Interaction:** Introducing new employees encourages existing team members to reach out, fostering early communication and collaboration.
- **Accelerate Integration:** When new hires are spotlighted, they can more easily identify and connect with key contacts within the organization, speeding up their adaptation to the company culture and processes.
- **Strengthen Team Dynamics:** Recognizing new employees helps to build a sense of community and belonging, which is vital for creating a cohesive and supportive work environment.



Tip

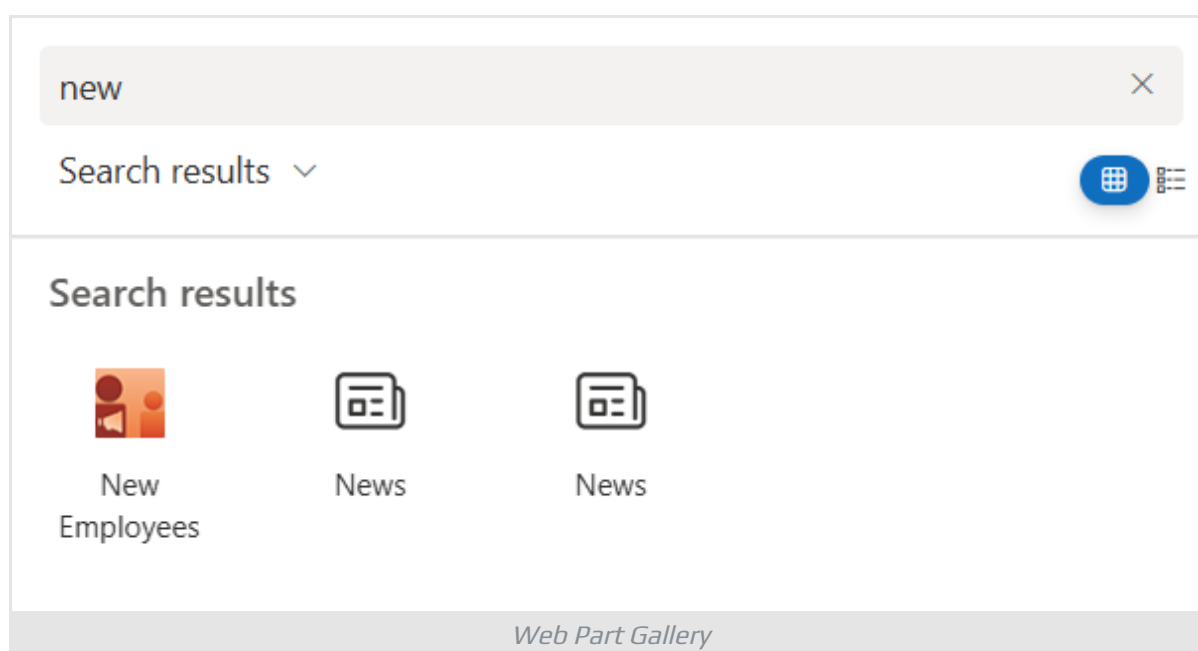
The New Employees web part is part of the [Employee Directory](#) solution and does not require any extra purchase or licensing.

Incorporating features like the "New Employees" web part in SharePoint Online ensures that everyone in the organization is aware of the latest additions to the team, thereby enhancing the overall onboarding experience and setting the stage for long-term success.

Adding the Web Part

To add the New Employees web part to your SharePoint site, start by navigating to the site where you want to include the directory. Once there, click on the "Edit" button located at the top right of the page.

This will allow you to make changes to the page. Next, click on the "+" icon to add a new web part. From the **list of available web parts**, select "New Employees".



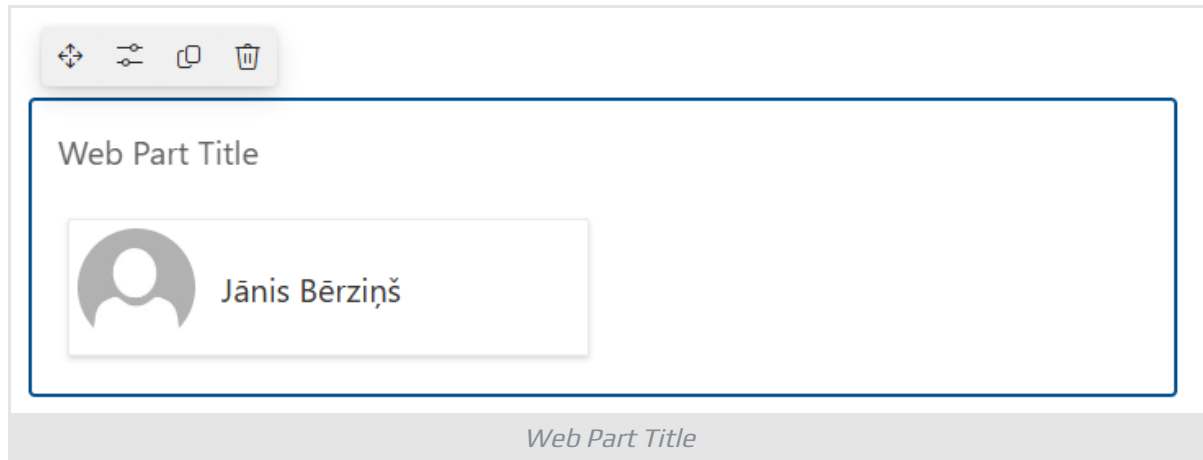
After selecting the web part, you can customize its settings according to your needs.

Web Part Configuration

The New Employees web part offers several properties to customize, ensuring it meets your organization's specific needs:

Web Part Title

Set a custom title for the web part to match your organization's terminology or branding.



Note

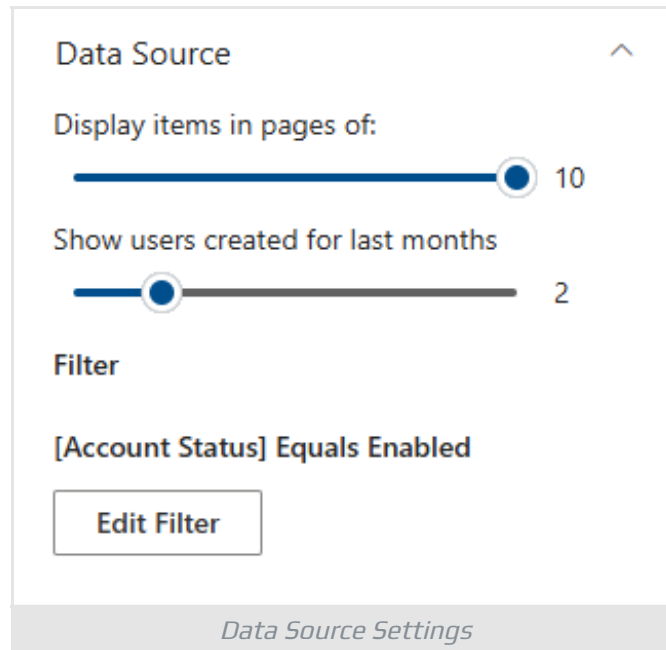
The web part title is configured inside the web part in edit mode and is not presented in the web part configuration pane.

Display Options and Filter Data

Use **Display items in pages of** slider to choose how many employees you want to display in the directory at a time.

To specify the number of recent months to include when displaying new employees use the **Show users created for last months** slider.

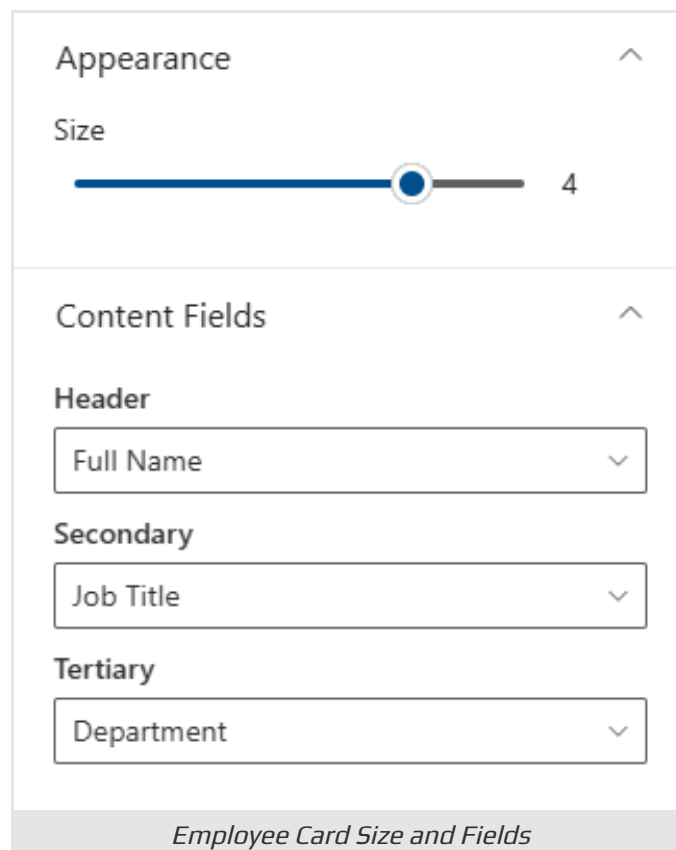
Use the query builder to create complex filters, allowing you to tailor the employee data displayed based on specific criteria.



The screenshot shows the 'Data Source Settings' panel. It includes a 'Data Source' header with an expand/collapse arrow. Below it is a 'Display items in pages of:' slider set to 10. A second slider is labeled 'Show users created for last months' and is set to 2. A 'Filter' section shows the expression '[Account Status] Equals Enabled' and an 'Edit Filter' button. The panel title 'Data Source Settings' is at the bottom.

Fields to Display on Employee's Card

Select which fields to show on each employee's card, such as name, job title, department, and contact information. The number of rows to display user information depends on its size, which you can change from 1 to 5.



The screenshot shows the 'Employee Card Size and Fields' panel. It features an 'Appearance' header with an expand/collapse arrow. A 'Size' slider is set to 4. The 'Content Fields' section has three expandable categories: 'Header' with 'Full Name', 'Secondary' with 'Job Title', and 'Tertiary' with 'Department'. The panel title 'Employee Card Size and Fields' is at the bottom.

Note

The number of rows displayed for user information depends on the size, which can be changed from 1 to 5.

Additional Options

Additionally, you can enhance the functionality of this web part by changing options to customize its behavior.

The screenshot shows a settings panel with two sections. The top section, 'Context Menu', has three toggles: 'Chat in Teams' (On), 'Download vCard' (On), and 'Open Delve' (Off). The bottom section, 'Quick Actions', also has three toggles: 'Chat in Teams' (On), 'Download vCard' (Off), and 'Open Delve' (Off). The label 'Additional Options' is at the bottom of the panel.

- **Link to Chat in Teams:** Include a link to start a chat with the employee directly in Microsoft Teams.
- **Download to vCard:** Enable the option to export employee contact information to **vCard** format.
- **Link to Profile in Delve:** Provide a direct link to the employee's profile in Microsoft Delve.

Tip

See the [step-by-step guide](#) [how to save Employee profile as vCard \(.vcf file\)](#).

Once you have configured the web part to your satisfaction, save your changes

and publish the page to make the Employee Directory available to users.

Data Source

The New Employees web part retrieves its data from **Microsoft Entra ID**. This ensures that the information displayed is up-to-date and accurate, reflecting the latest changes in your organization's employee records.

Note

The New Employees web part retrieves its data from Microsoft Entra ID.

Conclusion

Incorporating the Staff Directory web part, along with the "New Employees" feature, into your SharePoint Online environment can significantly enhance your organization's onboarding process.

By making new hires visible and accessible, you foster a more inclusive and collaborative workplace. This not only boosts the morale and productivity of new employees but also strengthens overall team dynamics.

Embrace these tools to ensure a smooth and effective onboarding experience, setting the stage for long-term success and growth within your organization.

Terms

Entra ID

Microsoft Entra ID (formerly Azure Active Directory) is a cloud-based identity and access management service offered by Microsoft. This service allows organizations to efficiently manage and secure their users' identities and access to a variety of resources, both internal and external. These resources include Microsoft 365, the Azure platform, and thousands of other software-as-a-service (SaaS) applications.

Virtual Contact File (vCard)

A Virtual Contact File (VCF), commonly known as a vCard, is a standardized file format used for storing and sharing contact information electronically. These files can include details such as names, addresses, phone numbers, email addresses, URLs, logos, photographs, and even audio clips. vCards are widely used in digital communication to easily exchange contact information via email, instant messaging, QR codes, and other digital means. They are supported by many contact management applications and devices, making them a versatile tool for managing personal and professional contacts.

Web Part Gallery

The SharePoint Web Part Gallery is a centralized repository within SharePoint where users can discover, access, and manage various pre-built components, known as web parts, to enhance the functionality and customization of their SharePoint sites. It offers a diverse range of tools and widgets developed by Microsoft and third-party developers, empowering users to easily extend and tailor their SharePoint experience to meet specific business needs without extensive coding or development.