

Employee onboarding introduction brief (Template & Video Brief)

Help a new colleague navigate their first day and find the right person for help. Edit, copy or download this free template, with inputs, a story order and review points.

Employee onboarding introduction brief

Purpose: Help a new colleague navigate their first day and find the right person for help.

Team purpose: [Add your own information]

First-day priorities: [Add your own information]

Required accounts: [Add your own information]

Owner for each setup step: [Add your own information]

Working hours and communication: [Add your own information]

Where policies live: [Add your own information]

First-week check-in: [Add your own information]

Story order: Introduce the team, give three first-day steps, identify support owners and close with the first check-in.

Review: Use a 90 second welcome. Keep passwords, access tokens and employee-specific information out of a reusable introduction.

For a video (if needed): target duration, narration language, required visuals and one next action. Confirm scope and quote before production.

Turn your PDF, PPTX pitch deck, or brief into a 30-180s narrated business video

Upload slides or documents at Axiom Lab for free material analysis before production:

- > Edit or copy this template online: <https://axiomlab.online/templates/employee-onboarding>
- > Watch the complete 74s demonstration film: <https://axiomlab.online/examples/pitch-deck-demo>
- > Turn your PDF or PPTX deck into a video: <https://axiomlab.online/pitch-deck-to-video>
- > Rehearse with the free script timer: <https://axiomlab.online/tools/script-timer>