

## 60-Second Onboarding Video Script Template

| Description                       | Time | Narration  | Visuals   |
|-----------------------------------|------|--|---|
| <b>Welcome</b>                    | 0:00 | Start with a warm welcome to the new employee, expressing excitement about their joining the company.                            | Visuals of a welcoming office environment, company logo, or team members.                             |
| <b>Company Culture Overview</b>   | 0:05 | Introduce the company's culture and values. Emphasize the importance of collaboration, innovation, and inclusivity.              | Visuals representing the company's culture, such as team collaboration, diversity, or company events. |
| <b>Key Personnel Introduction</b> | 0:10 | Briefly introduce key personnel or leadership team members. Highlight their roles and their commitment to the company's success. | Photos or short video clips of key personnel with their names and roles.                              |
| <b>Onboarding Process</b>         | 0:15 | Outline the onboarding process to familiarize the employee with what to expect in their first few days.                          | Flowchart or animated steps representing the onboarding process.                                      |
| <b>Company Policies</b>           | 0:25 | Highlight key company policies, emphasizing the importance of compliance and creating a positive work environment.               | Visuals of policy documents or animated snippets highlighting policy points.                          |
| <b>Workspace Overview</b>         | 0:35 | Showcase the employee's workspace, including common areas, facilities, and resources available.                                  | Virtual tour or photos of the office space, desks, break areas, etc.                                  |
| <b>Team Collaboration Tools</b>   | 0:45 | Introduce tools and platforms for team collaboration, communication, and project management.                                     | Screen recordings or animated demonstrations of collaboration tools in action.                        |
| <b>Employee Benefits</b>          | 0:55 | Briefly outline employee benefits, perks, and any unique offerings the company provides.   | Visuals of employee benefits documents or animated icons representing perks.                          |
| <b>Closing</b>                    | 1:00 | Conclude with a thank you, expressing excitement about the employee's contribution to the team.                                  | Thank-you message, company logo, and a fade-out.  |

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| <b>Welcome</b>                    | 0:00 | Welcome to InnovateTech! We're thrilled to have you on board. Get ready to embark on an exciting journey of innovation and collaboration.                                 | Dynamic visuals of a vibrant office, smiling team members, and the InnovateTech logo.  |
| <b>Company Culture Overview</b>   | 0:05 | At InnovateTech, our culture is built on collaboration, innovation, and inclusivity. Together, we create an environment where ideas flourish and diversity is celebrated. | Montage of team members working together, participating in company events, and showcasing a diverse and inclusive workplace. |
| <b>Key Personnel Introduction</b> | 0:10 | Let's introduce you to some key faces. Meet our CEO, [Name], and our Head of Innovation, [Name]. They are committed to your success here at InnovateTech.                 | Brief video clips of the CEO and Head of Innovation, along with their names and roles displayed on screen.                   |
| <b>Onboarding Process</b>         | 0:15 | Your onboarding journey starts here! Check out this simple flowchart to guide you through your first few days.  | Animated flowchart displaying the onboarding process steps, ensuring clarity for the new employee.                           |
| <b>Company Policies</b>           | 0:25 | Now, let's talk about our company policies. We prioritize a positive work environment, and these policies help create a culture of respect and collaboration.             | Visuals of policy documents with key points highlighted, emphasizing a positive and respectful workplace.                    |
| <b>Workspace Overview</b>         | 0:35 | Take a virtual tour of your workspace! From your desk to common areas, we've created a comfortable and inspiring environment for you.                                     | Virtual tour showcasing the office layout, workstations, break areas, and other facilities with upbeat background music.     |
| <b>Team Collaboration Tools</b>   | 0:45 | Communication is key at InnovateTech. Get to know our collaboration tools like Slack and Asana, ensuring seamless teamwork and project management.                        | Screen recordings of these tools in action, showcasing their interfaces and how they enhance team                            |

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|                          |      |   | collaboration.  |
| <b>Employee Benefits</b> | 0:55 | Let's wrap up by highlighting your employee benefits—perks, wellness programs, and more. At InnovateTech, we invest in your well-being and success. | Visuals of employee benefits brochure with animated icons representing perks, emphasizing a holistic approach to employee well-being. |
| <b>Closing</b>           | 1:00 | Thank you for choosing InnovateTech! We can't wait to see the impact you'll make. If you have any questions, our support team is here for you.      | Closing message, InnovateTech logo, and a fade-out, concluding with a positive and encouraging tone.                                  |

## 90-Second Onboarding Video Script Template

| Description               | Time     | Narration  | Visuals   |
|---------------------------|----------|--|---|
| <b>Welcome</b>            | 0-10s    | Extend a warm welcome to new users, expressing excitement about them joining the platform or service.  | Friendly animation or welcoming visuals with the platform's branding.             |
| <b>Introduction</b>       | 10-20s   | Briefly introduce the purpose of the onboarding process, with a clear and concise statement instructing users on what to expect and why the onboarding is crucial. | Text on screen or animation providing a brief overview of the onboarding process. |
| <b>Platform Overview</b>  | 20-30s   | Introduce the main sections or key components of the platform. Provide a bird's eye view to help users understand the layout.                                      | Visual tour or animations showcasing the platform's main sections or features.    |
| <b>Account Setup</b>      | 30-40s   | Guide users through the process of setting up their account. Emphasize the simplicity and importance of completing this step.                                      | Screen recording or animated steps of the account setup process.                  |
| <b>Feature Highlights</b> | 40-55s   | Highlight a few key features that users should explore first. Keep it focused on the most impactful functionalities.   | Brief demos or animations showcasing the highlighted features in action.          |
| <b>User Navigation</b>    | 55-70s   | Provide tips on how to navigate the platform efficiently. Highlight shortcuts or essential menus for a smoother user experience.                                   | Screen recordings demonstrating seamless navigation and user-friendly interface.  |
| <b>Additional Tips</b>    | 70-90s   | Offer additional tips or guidance to enhance the user experience. This could include customization options, settings, or helpful resources.                        | Quick animations or overlays providing additional tips and guidance.              |
| <b>Encouragement</b>      | 90-110s  | Encourage users to explore, experiment, and enjoy the platform. Express enthusiasm for their journey with a positive message.                                      | Uplifting visuals or animations conveying a sense of exploration and enjoyment.   |
| <b>Closing</b>            | 110-130s | Conclude with a thank you, reinforcing excitement about the user's presence on the platform.   | Express gratitude with a closing message, platform logo, and a fade-out.          |

## 90-Second Onboarding Video Script Example

| Description               | Time   | Narration  | Visuals   |
|---------------------------|--------|--|---|
| <b>Welcome</b>            | 0-10s  | Welcome to ProFlow, your new productivity ally! We're thrilled to have you on board. Get ready for a seamless journey to enhanced productivity and efficiency.     | Dynamic animation welcoming users to ProFlow, featuring vibrant visuals of the ProFlow logo and a friendly welcome message.           |
| <b>Introduction</b>       | 10-20s | In the next 60 seconds, we'll guide you through ProFlow's key features, ensuring you harness its full potential. Are you ready? Let's dive in!                     | Animated text on screen summarizing the purpose of the video and a brief glimpse of the ProFlow interface.                            |
| <b>Platform Overview</b>  | 20-30s | Let's start with a quick tour. ProFlow is divided into Workspaces, Tasks, and Calendar. Your central hub for streamlined productivity.                             | Visual tour showcasing Workspaces, Tasks, and Calendar sections with animated pointers emphasizing their significance.                |
| <b>Account Setup</b>      | 30-40s | Setting up your ProFlow account is a breeze. Click 'Profile,' fill in your details, and personalize your experience. Ready? Let's do it together.                  | Screen recording demonstrating the account setup process, with a focus on user-friendly interface and step-by-step guidance.          |
| <b>Feature Highlights</b> | 40-55s | Now, explore key features like 'Quick Tasks' for instant to-dos and 'Collaborative Workspaces' for team projects. Let's make your workflow as smooth as possible.  | Brief demos or animations showcasing Quick Tasks and Collaborative Workspaces in action, highlighting their simplicity and utility.   |
| <b>User Navigation</b>    | 55-70s | Navigate effortlessly with our intuitive interface. Use shortcuts and personalized menus for a stress-free experience. Let's ensure you feel at home with ProFlow. | Screen recordings demonstrating seamless navigation, keyboard shortcuts, and user-friendly menus with animated callouts for emphasis. |

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| <b>Additional Tips</b> | 70-90s   | Enhance your ProFlow experience by exploring customization options in 'Settings.' Need help? Check our resources for expert tips. Dive in, and tailor ProFlow to fit your unique needs. | Quick animations showcasing the 'Settings' menu and a glimpse of available resources, emphasizing the flexibility and support ProFlow offers.    |
| <b>Encouragement</b>   | 90-110s  | You're all set! Embrace the ProFlow journey with enthusiasm. Explore, experiment, and conquer your tasks. We're here for your success. Welcome to a more productive you!                | Uplifting visuals and animations, expressing excitement for the user's journey with ProFlow, featuring motivating messages and the ProFlow logo. |
| <b>Closing</b>         | 110-130s | Thank you for choosing ProFlow! We're honored to be part of your productivity adventure. For any questions, our support team is just a click away. Happy productivity!                  | Express gratitude with a closing message, ProFlow logo, and a fade-out, concluding with a positive and appreciative tone.                        |