Leila — Virtual HR Support | Onboarding Docs | Research & Process Design

Sample Portfolio – LaborX

July 2025

SAMPLE 1 – New Hire Onboarding Pack (Document Design)

Goal: Provide new hires with structured and clear onboarding information.
Deliverables:
- Welcome Message
- Key Contacts
- Tools Access Guide
- 30-60-90 Day Plan
☑ Used by a remote tech startup (15 employees)

👥 SAMPLE 2 – Interview Process Support (Forms + Guide)

Goal: Streamline hiring process for team leads.
Deliverables:
- Structured Interview Guide
- Candidate Scoring Sheet
- Soft Skills Evaluation Matrix
☑ Used by an HR consulting firm

🔍 SAMPLE 3 – Tool & Platform Research Report

Goal: Identify top 5 digital tools for leadership development tracking.
Sections Included:
- Tool Features Table
- Use Case Summary
- Recommendation Matrix
☑ Used in a pitch deck for an HR software MVP

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🔗 LaborX Profile: https://laborx.com/users/leila