KNOWLEDGE BASE ARTICLE

Boost Onboarding with the New Employees Web Part in SharePoint Online

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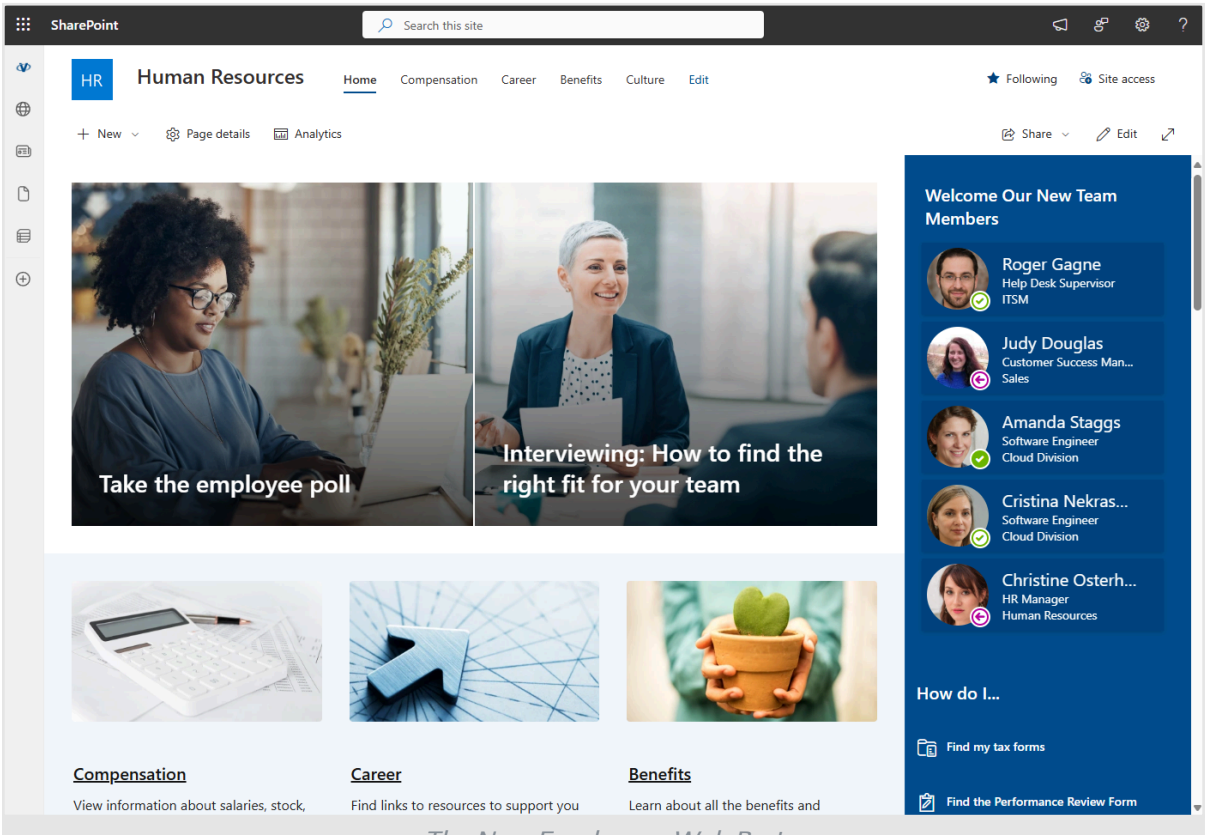
Introduction

Spotlighting recently hired employees helps create a welcoming, inclusive workplace. Highlighting new team members makes them feel valued from day one and plays an important role in onboarding: when new hires are introduced and celebrated, they integrate into the team more smoothly, engage earlier, and build connections with colleagues faster.

By showcasing new employees, organizations can:

- **Enhance visibility**: Making new hires visible across the organization helps them feel acknowledged, boosting their confidence and morale.
- **Encourage interaction**: Introducing new employees prompts 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, speeding up their adaptation to the company's culture and processes.
- **Strengthen team dynamics**: Recognizing new employees builds a sense of community and belonging — vital for a cohesive, supportive work environment.



The New Employees Web Part

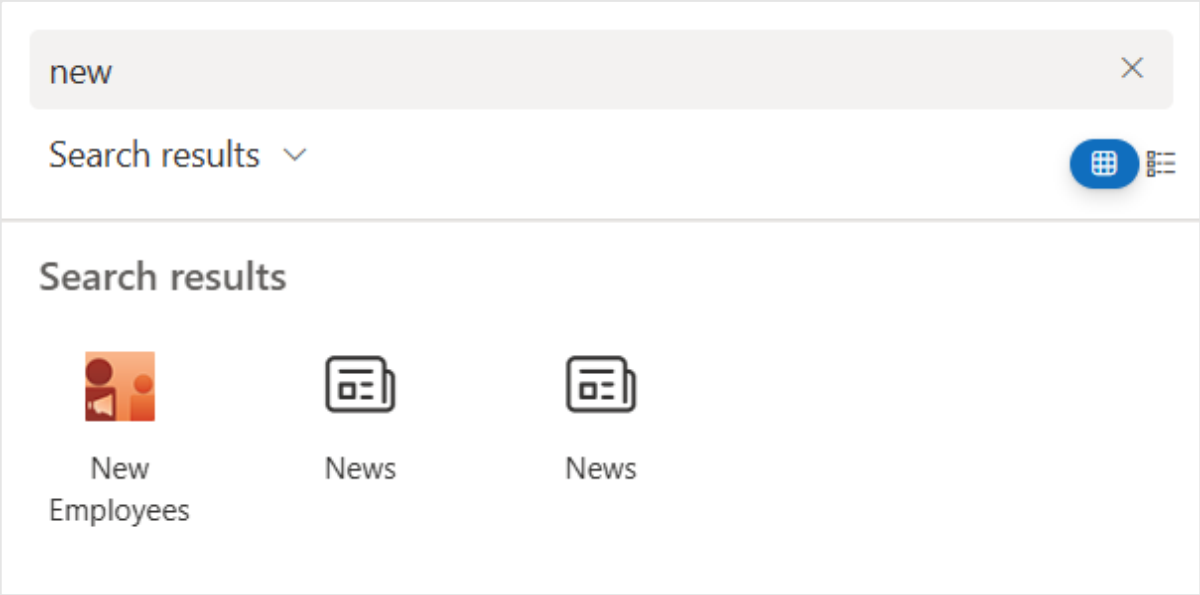
Tip

The New Employees web part is part of the Employee Directory solution and requires no extra purchase or licensing.

The **New Employees** web part keeps everyone in the organization aware of the latest additions to the team, improving the overall onboarding experience and setting the stage for long-term success.

Adding the Web Part

Go to the SharePoint site where you want the web part and click **Edit** in the top-right corner of the page. Click the **+** icon to add a new web part, then select **New Employees** from the **list of available web parts**.



Web Part Gallery

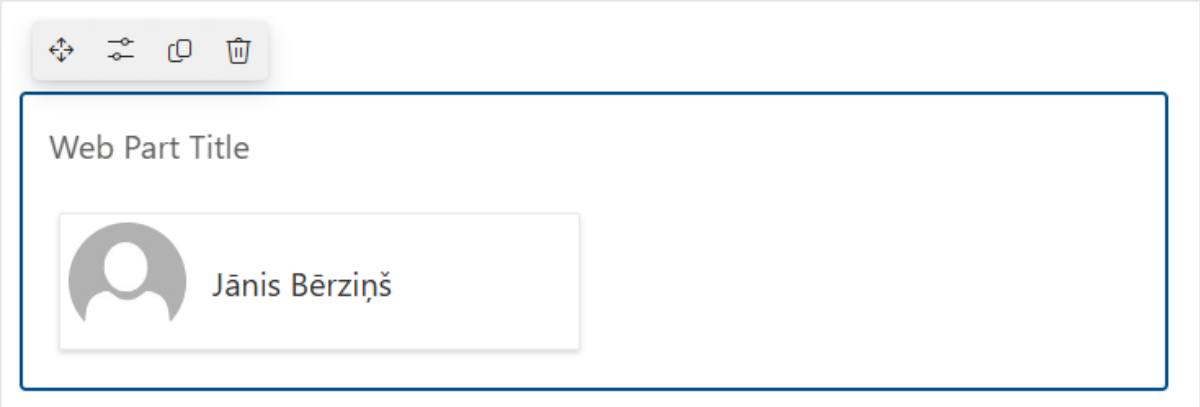
Once the web part is added, you can customize its settings to suit your needs.

Web Part Configuration

The New Employees web part offers several properties you can adjust to meet your organization's specific needs:

Web Part Title

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



Web Part Title

Note

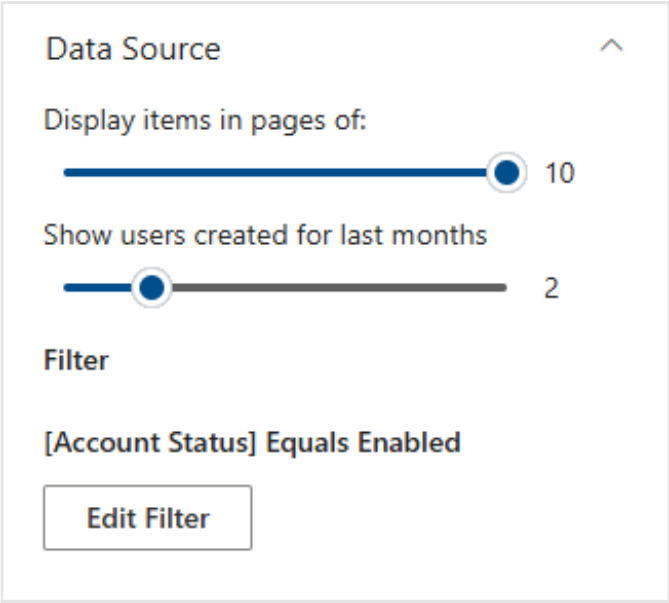
The web part title is set inside the web part in edit mode, not in the web part configuration pane.

Display Options and Filter Data

Use the **Display items in pages of** slider to choose how many employees appear at a time.

Use the **Show users created for last months** slider to set how many recent months to include when displaying new employees.

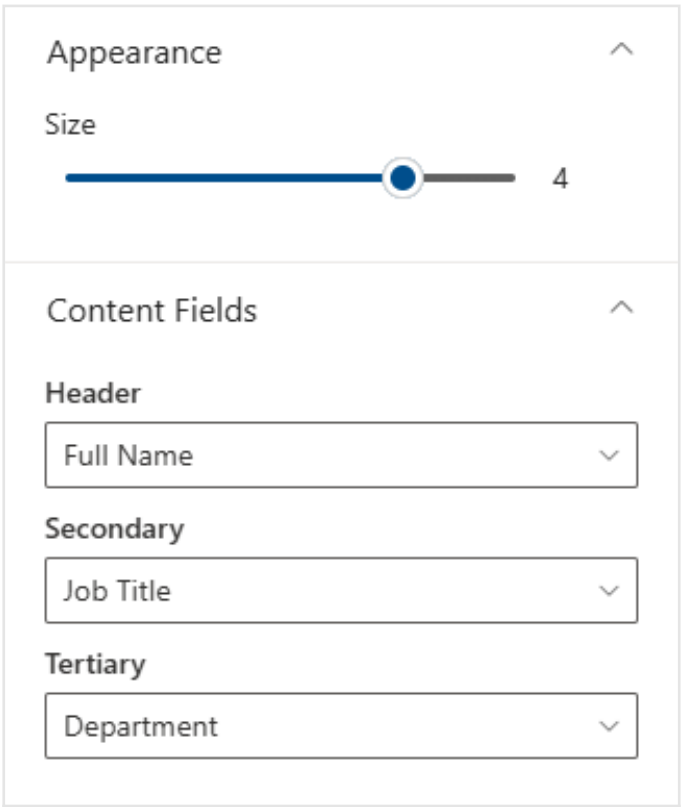
To tailor the results further, use the query builder to create complex filters based on specific criteria.



Data Source Settings

Fields to Display on the Employee Card

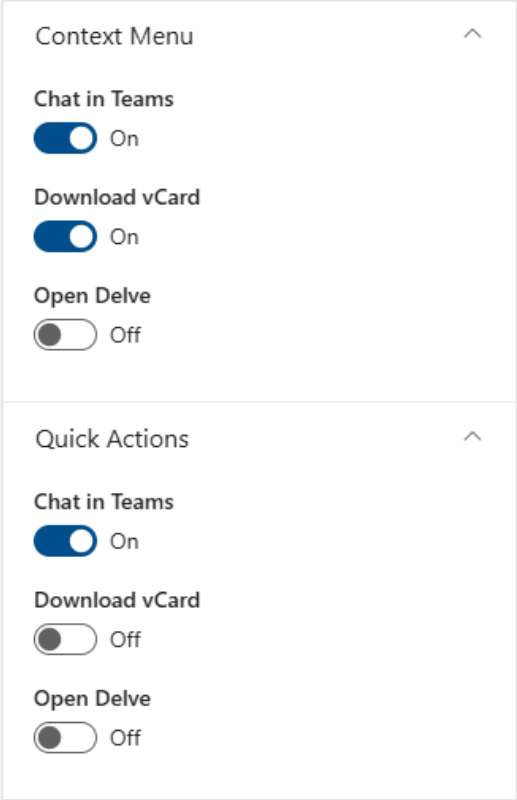
Select which fields to show on each employee's card, such as name, job title, department, and contact information. The number of rows available for this information depends on the card size, which you can set from 1 to 5.



Employee Card Size and Fields

Additional Options

You can further customize the web part's behavior with these options:



Additional Options

- **Link to Chat in Teams**: Add a link to start a chat with the employee directly in Microsoft Teams.
- **Download to vCard**: Let users 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 on how to save an employee profile as a vCard (.vcf file).

When the web part is configured to your satisfaction, save your changes and publish the page to make it available to users.

Data Source

The New Employees web part retrieves its data from **Microsoft Entra ID**, so the information displayed is always up to date and reflects the latest changes in your organization's employee records.

Conclusion

Adding the New Employees web part to your SharePoint Online environment can significantly improve your organization's onboarding process. By making new hires visible and easy to reach, you foster a more inclusive, collaborative workplace — boosting the morale and productivity of new employees while strengthening overall team dynamics.

Put these tools to work to deliver a smooth, effective onboarding experience and set the stage for long-term success and growth across 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.