

Top 10 Items to Post on Your Intranet

Jump start your Intranet quickly and easily, and draw employees to your site with these popular content suggestions

Expert knowledge means success



Contents

- 1. Introduction
- 1. The Top 10 Items to Post on Your Intranet
- 2. Additional Tips
- 2. Further Information

Note: This publication has not been updated since it was last published. Some of the hyperlinks may have changed and may need updating. In addition, some of the information in this publication may be out of date.

Introduction

The greatest Intranet success stories occur when employees feel they are participating in the operation and success of the company. There's no faster way to get employees involved, and to elevate morale, than by sharing information.

Use this Top 10 list as a jumping off point to get your employees energised about using your new Intranet. The key to a successful launch is to post information that matters to your employees. Have fun!

The Top 10 Items to Post on Your Intranet

1. Post Your Company Holiday Schedule

Post your company holiday listing to your Intranet's Announcements and Documents sections. Use your Intranet's Send Link feature to send all employees a link to the holiday schedule via e-mail.

2. Upload Company Forms

Post all your commonly-used business forms to your Intranet's Documents section. Here are some examples:

- Holiday request forms
- Supply Order forms
- Benefits Enrolment
- Purchase Order Forms.

Once the forms are posted, use your Intranet's Send Link feature to let employees know where to find the forms. Then eliminate all hard copies from your office and save time and expense.

3. Create Links to Important Information

On your Intranet's home page, use the Group Links section to connect employees with essential information. Post links to your company's:

- Benefits Provider website
- Customer, Competition, and Vendor websites.

4. Create an Employee Suggestion Box

This could be the single biggest morale-**builder you'll implement all year** long!

Create a discussion forum and allow employees to post suggestions for various company policies and procedures. Start a few new topic threads and use the Send Link feature in your Intranet to invite employees to participate. This is one feature that will really unleash your employees' creativity.

5. Build Your Employee Directory

This item can serve as a rapid identification tool when employees want to locate someone quickly or simply learn more about their co-workers.

Input basic information about your company employees in the Members Directory:

- Name
- E-mail Address
- Phone number
- Mobile/Cell Number.

6. Post Company Benefits Information

Post your company benefits summary and policy guidelines to the Documents section of your Intranet site. If your benefits provider has a website, include a link to that site in the Group Links section.

Use the Send Link feature of your Intranet to notify employees of the whereabouts of the benefits information, and use Send Link to inform new employees of any time the information changes.

7. Create an Employee Bulletin Board

Employees want to keep up with **what's** happening and when. Incorporating both business-orientated and social events will ensure frequent traffic!

Create a bulletin board area in the Discussions section where employees can:

- Advertise used cars and bicycles for sale
- Seek out roommates
- Share a vacation home.

8. Start a Company Meetings Calendar

Gather a list of the dates and times of important company meetings, such as sales meetings, annual and quarterly company briefings, benefits review, etc. Post meeting information in the shared Calendar and set reminder notices so employees are notified as the dates approach.

9. Establish a Company Events Calendar

In addition to posting important business meeting dates, schedule the fun stuff too! Mark the Calendar with the dates and times of major company events such as summer outings and holiday parties. Post outing and party information in the shared Calendar and set reminder notices for invitees.

When important milestones occur, create a posting in the Announcements section. Announce new hires and company milestones, as well as personal events such as marriages and births. Employees will tune in frequently to see what's happening with their co-workers.

10. Upload Training Documents

Store training materials in the Documents section of your Intranet site. These may include:

- Guides to using internal systems
- New employee orientation materials
- Product or service guidelines.

Ask for materials from all the departments in your company. Post this information in the Documents library.

Additional Tips

- Don't do it alone. You're only human. Recruit a few key stakeholders from around the company and have them start posting.
- Let employees know this is everyone's Intranet. Encourage employees to post information as well as read it.
- Send out reminders to employees. Send them links to "go post something of interest" on the company Intranet. Upload a fun announcement or poll, and make sure it includes a message telling employees to come up with their own information to share.
- Have an Intranet Employee of the Month Award. Post an announcement each month citing an employee for making the greatest contribution to the Intranet. The judging could focus on the most important posting (Sheila saved the HR department 10 hours each month by posting the policy manual), or the most creative posting (Eric found a new tenant by throwing in his used bicycle).
- Pay attention to users' postings. If you invite employee suggestions, make sure they're acted upon.

Further Information

This guide is for general interest - it is always essential to take advice on specific issues. We believe that the facts are correct as at the date of publication, but there may be certain errors and omissions for which we cannot be responsible.

Important Notice

© Copyright 2019, Martin Pollins, All Rights Reserved

This publication is published by **Bizezia Limited**. It is protected by copyright law and reproduction in whole or in part without the publisher's written permission is strictly prohibited. The publisher may be contacted at info@bizezia.com

Some images in this publication are taken from Creative Commons – such images may be subject to copyright. **Creative Commons** is a non-profit organisation that enables the sharing and use of creativity and knowledge through free legal tools.

Articles and information contained herein are published without responsibility by us, the publisher or any contributing author for any loss howsoever occurring as a consequence of any action which you take, or action which you choose not to take, as a result of this publication or any view expressed herein. Whilst it is believed that the information contained in this publication is correct at the time of publication, it is not a substitute for obtaining specific professional advice and no representation or warranty, expressed or implied, is made as to its accuracy or completeness.

The information is relevant within the United Kingdom. These disclaimers and exclusions are governed by and construed in accordance with English Law.

Publication issued or updated on: 24 January 2012

Ref: 734

