

HQ FIELD GUIDE

Do not give a new teammate a blank AI.

Give them the company context, proven skills, active projects, approved tools, agent teammates, and working standards your strongest people already use.

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- 01 For people operations and functional leaders
 - 02 Shorter time to useful contribution and more consistent work from new teammates using AI.
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THE CURRENT COST

The AI tool is ready. The teammate is still starting from zero.

A new hire can open Claude, Codex, or ChatGPT immediately, but they do not yet know which sources to trust, how the company works, or what good looks like.

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- 01 Generic training misses the job: The teammate learns features and prompting without practicing the real workflows their role will own.
 - 02 Experts become the interface: Strong operators repeatedly explain context, find examples, check access, and repair work that began from the wrong standard.
 - 03 Early mistakes do not become system improvements: Corrections stay in one onboarding conversation instead of improving the starting point for the next hire.
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THE HQ WORKFLOW

Onboard into the way the company already works.

HQ combines role-appropriate access with company knowledge, proven skills, active project context, tools, and review so learning produces useful work.

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- 01 Assign the role and boundary: Invite the teammate into the right company, group, knowledge, tools, and projects without exposing unrelated context.
 - 02 Give them a proven workflow: Share one real skill with its examples, method, source context, and quality checks instead of an empty prompt box.
 - 03 Review the first contribution: Have the teammate complete the same useful task as an experienced peer and save the correction for future onboarding.
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PROOF AND EXAMPLE

Onboarding succeeds when a teammate can contribute to real work.

The evidence is a role-appropriate workflow completed from the shared system and reviewed against the same standard used by experienced teammates.

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- 01 Role-ready access: The teammate receives the right company, group, knowledge, projects, and tools from the start.
 - 02 Proven first workflow: A real skill includes the inputs, examples, method, and checks the job actually requires.
 - 03 Reviewed contribution: The manager evaluates useful output and saves learning back into the onboarding system.
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Examples are anonymized. Named customer claims and proprietary artifacts require recorded approval before public reuse.

START SMALL

Help one teammate complete the standard workflow.

Start with one role, one shared skill, one active project, and one review that proves the new teammate can continue company work.

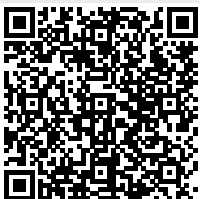
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- 01 Invite one teammate and assign role-appropriate access
 - 02 Share one company skill and one real project
 - 03 Compare their output with the experienced standard and save one correction
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TRY HQ

Make the first AI workflow look like the way your company works.

Start with one teammate, one proven skill, and one real contribution another member of the team can review.

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- 01 Reduce repeated setup and explanation
 - 02 Teach the role through company workflows
 - 03 Keep quality consistent as the team grows
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Start free with HQ

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