

# Your checklist to easy

This checklist will help you think through what's involved in configuring, launching, and maintaining an employee-facing platform.

 **Can you try the platform live, before you buy?**

If you need to talk to sales first, then things are probably not so easy. With Jostle, you can [start your free trial instantly](#) and explore things with sales anytime you wish. No credit card required.

 **Are there setup fees?**

Setting up is clearly not easy if there's a fee. With Jostle, setup is free. So is help from our team of experts, whenever you want it.

 **Will the site navigation break over time?**

Most platforms let you plan an extensive page and navigation structure, linking back to a home page. The problem is, this quickly bloats and breaks. With Jostle, this won't happen. [Learn why.](#)

 **Do I need to assemble pages out of widgets?**

If so, then you'll end up with a generic user experience with inconsistent page layouts. Jostle uses purpose-driven views to provide an optimized user experience out of the box.

 **Do I need "department" pages?**

With intranet platforms, you need to create a bunch of pages for each of your departments. But that just reinforces the silos you are trying to bridge. Jostle allows departments to communicate and share in a way that eliminates silos.

 **Will it clutter with stale information?**

One of the key challenges is that new information keeps arriving, piling on top of what is already there. If the platform allows you to publish new pages that look just like old ones, you have a problem. Make sure that old news and polls quietly move out of view, but are still findable via search when you need to refer back to them.

 **Is user training required?**

Employee-facing platforms do a lot of things, so it's critical that users can figure things out on the fly—they're certainly not going to remember their training from months ago. That being said, it's always helpful to provide users with a basic orientation to help them understand what the platform is for and how things are organized.

 **Does it make it easy to find help, when people need it?**

Often when you need help, it's a person you want. It should be easy to understand who does what and where expertise lies. Org chart and profile data should sync to/from other HR systems, as required.

 **Does it make it easy to target information?**

The key to keeping things relevant is targeting each item to the right audience (project teams, departments, locations, etc.). And it needs to be easy to maintain these groups, including syncing them to/from other HR and IT systems.

 **Can this be our single place to communicate?**

Having a single place where communication happens is key. A place that provides everything you need to communicate up, down, and across your organization. Still stuck with people using email to communicate internally? We can fix that.

 **Will you be able to reach everyone?**

It's important to include everyone, not just those sitting at a desk with their laptop. Make sure it's easy to find things using the mobile app. Is there a [digital signage](#) option for you to stream content in the breakroom or on the factory floor?

 **What about teams "stuck" in messaging tools?**

Some teams message back and forth constantly to get their work done. That's good, but it inevitably isolates them in their own information silo. Use our [Slack](#) and Microsoft Teams integrations to keep these folks looped in.

 **Will my information be secure?**

Do you have teams using unsanctioned messaging tools? Or sharing highly proprietary information via email? Jostle's built-in chat functions solve this. And if you need some extra control, check out our [governance features](#).

 **Is recognition and celebration built in?**

Shout-outs and celebratory articles, and events are an important part of a healthy culture. It takes more than just sharing documents and announcing things to drive [employee success](#).

 **Can I enable other voices (and share the work)?**

Everything will be more vibrant when you enable other voices and celebrate your diversity. The platform should elevate your subject matter experts and culture champions, making it easy for them to create and manage their own content.

 **Is document collaboration built in?**

Document collaboration in [Google Workplace](#) or [Microsoft 365](#) for working together. Make sure these integrations are deep and robust. Can you start a new collaborative document right from the platform? Does access to these documents break when an employee leaves or changes roles?

Want to explore further? [Book a live chat](#) with one of our product experts.