

EMPLOYEE ONBOARDING



Streamline onboarding with electronic forms

Convert onboarding into a paper free, streamlined process.

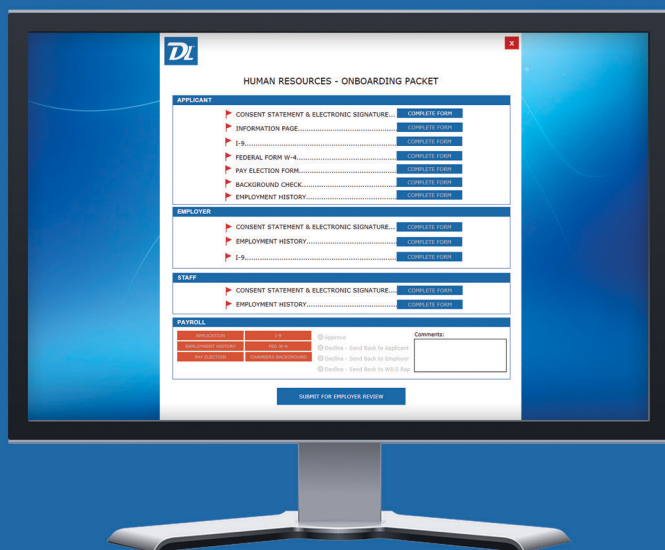
Onboarding tasks can be a challenge, especially when processes rely on paper checklists and decentralized information.

With Document Locator and eForms, you can manage the entire onboarding process using sophisticated Electronic Onboarding forms. eForms gather Employee Information, provide an HR Review process, and set New Employee Provisioning on a fast track.

New hires are systematically guided through onboarding to complete I-9, W4, payroll deposit

instructions, NDA, Employee Manual, and more. HR reviews and approves the information, and attaches employee identification such as driver's license or passport. Finally, managers and staff are notified to begin provisioning materials and access for the new employee.

Electronic forms convert paper based onboarding into a paper free, streamlined affair. You have complete visibility into onboarding processes, allowing you to monitor tasks and make sure everything is completed on time.



Intelligent eForms for Onboarding

Ready, on day one

Workflow with email notifications streamline onboarding tasks, informing people of necessary preparations and tracking their progress.

Organized and efficient

Define your procedures electronically and eliminate the need for paper checklists and manual to-do's or reminders.

A better experience for new employees

New employees are welcomed with working email accounts, phones in operation, desks ready to use, and an experience that will set them on a path to success!

See a Demo

www.DocumentLocator.com/HR