

Onboarding Module

What is the Onboarding Module?

The On-Boarding Module within the Recruitive Solution allows to complete and record tasks in the on-boarding stage of the recruitment process. From point of offer prior to an Employee starting on their first day, several tasks need to be completed, information collected and dispersed, and documents collected. The module allows you to complete all these tasks online in a timely and efficient manner.

How is it used in practice?

The onboarding module allows you to control the entire onboarding process online, from automated reference collection, to offer acceptance to document signing.

Why should I use it?

Your onboarding module has a number of benefits, including but not limited to:

- Reducing manual collection and dispersal of information saving hours in administrative time.
- Enhanced candidate experience, allowing your candidate to remain engaged throughout the process
- Accurate data capture reducing potential errors
- Onboarding Checklist - Manage your onboarding process with a simple checklist – there is a default onboarding checklist assigned, but you can create as many checklists as you need. This will allow your team members to complete the default list or select a different checklist when required.
- Reference Requests with Dashboard Alert – This feature allows you to request either an employee or character reference by email, with an online form for the referee to complete & send back into the system. You can set up automated email alerts for referees. Some customisations can be added, with more than two reference forms to choose from and the ability to change the content.
- Contract Generation – This feature allows you to upload contract documents or offer letters, with mail merge fields added to them. The system will then allow you to auto-generate forms with the information already completed. You can send one document or a group to a candidate.

What are the extra's?

In addition, you can have:

- The Onboarding Portal is a standard independent area that candidates can access at any time.
- Candidate Dashboard. Candidates can manage their own onboarding experience.
- Unique videos made available to candidates prior to joining

