

Enhanced Onboarding

What is the Onboarding Module?

Onboarding is the term used to describe the process of bringing a new staff member on board at a new place of work. Unlike recruiting, which is concerned with finding the right candidate for a job vacancy, onboarding takes place after the candidate has been successfully secured. Employee onboarding can include completing forms and on-the-job training but also socialisation and culture training so new hires can contribute effectively.

How is it used in practice?

The Enhanced Onboarding module will greatly improve the candidate's journey, whilst endorsing brand continuity. Onboarding Checklist Forms can be built from within the system and are fully customisable to accommodate the various types of onboarding workflow. The Onboarding Forms will help in giving you a visual overview of what onboarding items are still outstanding for each candidate.

You can instantly activate a secure onboarding account for candidates to log in, view, and track application status, progress updates, review and sign documents, upload relevant onboarding documentation, view video content, i.e. welcome videos, and to amend, update, and build their personal profiles.

What are the benefits of using it?

Integrating the Enhanced Onboarding module into your recruitment process has multiple benefits, including but not limited to:

- Seamless candidate to new employee integration.
- Enhanced candidate journey and experience.
- Improves your time and cost to hire.
- A reduction in physical paperwork.
- A better perception of your brand.



What are the extras?

The Enhanced Onboarding module can be completely unique to your organisation, you can:

- Candidates can electronically sign documentation, including formal contract sent to them via the Onboarding Portal.
- Access anywhere on a smartphone, tablet, PC, or Mac, with fully mobile compatible portals.
- Generate automated Reference Requests, includes a dashboard and email alerts.
- Create an unlimited amount of onboarding workflows and content.
- Create various custom Onboarding Checklists.
- Instantly generate offer letters and contracts.
- Completely branded to your organisation.