

# Employee Onboarding

## Accelerate and improve the employee onboarding process

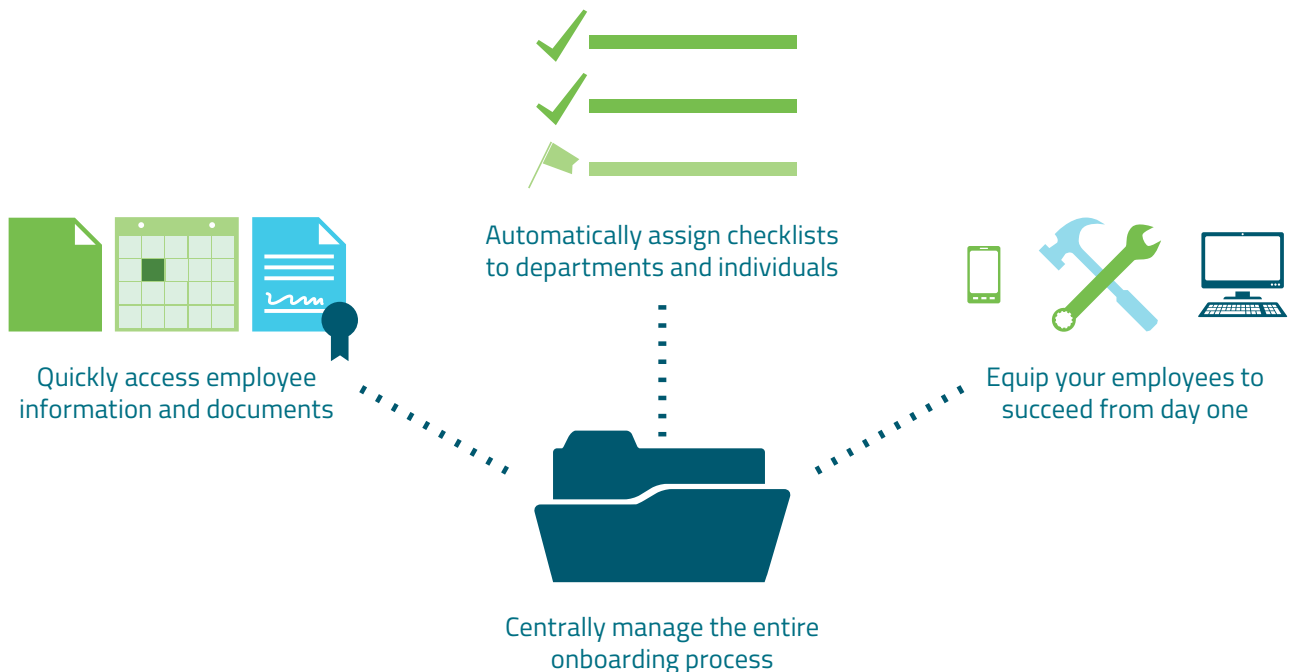
**Improves onboarding with centralized information management**


**Increases staff accountability with departmental checklists**

**Enhances employee service by increasing efficiency and accuracy**

OnBase by Hyland gives human resources (HR) personnel the tools they need to better manage the onboarding process and provide new employees with as smooth a transition as possible. By providing HR with a holistic view of all related information in a single location, OnBase enables staff to easily track the entire onboarding process and monitor tasks across departments.

Through automation, increased visibility and centralized information management, OnBase supports more effective onboarding and ultimately improves the service HR provides to new employees – ensuring they are ready for work on day one.





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### **Supports improved onboarding with centralized information**

With OnBase, HR personnel – and other key staff members with the appropriate permissions – have increased visibility into the onboarding process and access to all relevant information. As staff in various departments work on completing their assigned onboarding tasks for each new employee, they enter relevant information, such as start date, completed date and related notes. This information – along with other associated employee data and documents – is then accessible to those who need it.

OnBase provides HR with a holistic view of who is assigned to which tasks and how the process is progressing across the organization. This allows personnel to better identify bottlenecks in the process and respond or follow up accordingly, ensuring onboarding is completed accurately and in a timely manner.

### **Enforces accountability with simplified departmental checklists**

After HR receives a signed offer letter, OnBase automatically generates multiple checklists based on the new employee's specific role and/or department, assigning checklists to the appropriate departments for fulfillment – from IS to internal training units. This reduces time spent manually creating and distributing tasks, ensuring that all employees follow the correct onboarding process steps.

If HR receives an offer letter that refers to a new role in the company, personnel can easily create a new checklist and assign each task to support that role without the need for IT intervention, minimizing onboarding delays. Personnel can also modify checklists and change task assignments as policies change or roles are redefined, ensuring that all staff are following the most up-to-date onboarding procedures.

### **Improves employee service by increasing efficiency and accuracy**

It is critical that, from day one, new employees feel comfortable and well-prepared to do their jobs. By completing the onboarding process efficiently and accurately, organizations not only provide new employees with the software, hardware, training materials and physical tools they need to complete their work, but also with a positive first experience with their new organization.

With added automation and increased visibility into the process, OnBase empowers HR to better serve new employees and more effectively monitor the status of the onboarding process through each step. At the same time, it allows personnel to better equip new staff with the tools they need to positively contribute to the company from their first day on the job.

Learn more at [OnBase.com/HR](https://OnBase.com/HR) »