

# Employee onboarding

Laying Foundation for an amazing  
employee experience

we are a **TEAM PLAYER**

we **INTEGRATE** with all your apps

### A. Creating Digital Offers

- Offer Creation
- Offers being shared with employees
- Processing and Review
- Offer Acceptance



### B. Employee Onboarding

- Creating Task
- Sumarising Values
- Welcome On Board
- Meet your Leaders



### C. Internal Transition

- Health Check Ups
- Background Verification
- Document / Contract Updates
- Meet your Team



### D. Bon Voyage

- Letter of Resignation
- Processing and Exit formalities
- Handover of Office security
- Relieving Letter



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## OUR SOLUTIONS

Personalised employee experiences, creating value

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# BUILD AMAZING EMPLOYEE JOURNEYS

## WHY CHOOSE US?

- ✔ Creating Employee experiences
- ✔ Creating work tasks with role defination
- ✔ Adopting an employee journey based approach
- ✔ Happier good bye's

## WE WILL HELP GROW YOUR BUSINESS

Listening across the employee journey is vital to the bottom line of any organisation

The competition for skilled talent is steep. We help meet the expectations of recruits enabling faster job creations with digital acceptance.



### PROCESS AUTOMATION

Our solution provides access to employee information. Through automation, multiple parties can track and monitor tasks across departments. Role based access of information to route new hire information for reviews and approvals. Multiple parties can track and monitor tasks across departments.



### SECURITY & CONTROLL

HR documents contain confidential information which needs to be handled. Personal information such as birth date and address may be required for onboarding. To reduce risk of mishandling, these documents can be digitized and placed under secure document control as early in the process.



### MAXIMIZE PRODUCTIVITY

The Solution integrates with any CRM systems, so managers can work on their familiar applications and still have immediate access to the documents needed. Critical information feeds directly into the back office systems. one performs straight-through processing.



### KNOWLEDGE TEAM

We are care for your documents we also know that your business is unique. Our process includes qualitative and quantitative assessments to uncover your unique processes. From initial engagement and design, to deployment and rollout, to training and ongoing support.



## FEATURES



### Mobile enabled

Offers new hires an easy-to-manage onboarding check list, from their pre-work training and paperwork, to enrolling for benefits and selecting their hardware.



### Access HR anytime, anywhere

Enables new hires to chat and contact HR from any channel, and with any questions about their new role, as soon as an offer letter is accepted.



### Cloud based

Integrates with other HR systems to store and share information efficiently, which frees up time for HR to focus on strategy.

## CERTIFICATIONS & AFFILIATION

