

Employee on-boarding System



This case study is for a Finnish multinational telecommunications, information technology, and consumer electronics company.

Problem Statement

1. Manual processing of employee on-boarding was very complex as it involved multiple levels of approval, and supporting documents for decision making.
2. Managing multiple vendors (resources consultants, background verification agencies, etc.) for multiple task.
3. Not able to meet TAT for on-boarding employees.
4. Onboarding employee PAN India to serve parent company
5. Not having any integrated framework to handle onboarding process efficiently.

Our Approach

Writer's DMS team approached the Stakeholders of the company to understand their pain areas while on boarding employees.

1. Writer's team designed a framework for customer's employee onboarding process
2. This frame work would be wrapped over the core DMS solution to provide the required results

Solution Provided

1. Scanning solution with high end image handling capabilities.
2. Provided application access to outside agencies to reduce the overall TAT and maintain data confidentiality.
3. Profile / Role based access to application to help collaborative working
4. Real-time escalation / exception handling (in form of SMS / email triggers to relevant stakeholders) to help in quick actions.
5. Accurate statistical reports which helps in tracking entire process & taking key decisions.

Benefits Delivered

1. Easy & quick access of documents to all authorized users
2. Image visibility to all stakeholders at the same time with limited bandwidth consumption.
3. Enabling faster, informed decision making
4. Visibility of entire process reinforced by reports / notifications / alerts / dashboards
5. Faster processing and approvals ensures compliance is adhered