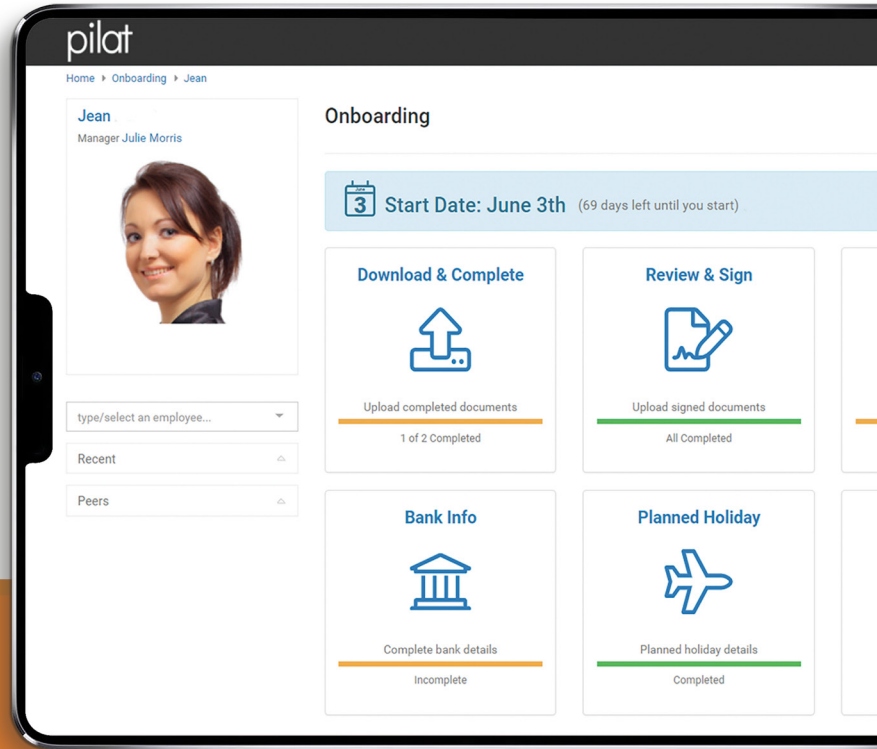


# ONBOARDING

WELCOME.  
ENGAGE.  
BEGIN.



## For Hiring Managers & HR



Allow your new starters to submit bank information such as sort code, account number and branch address (optional) online in a secure environment.



Automated emails updating your new starter with any documents that have been assigned, upcoming meetings and a countdown to their start date.



Centralise all of your employee data with hire date, job role, gender, status and more.



Run reports on your new recruits whether you are wanting to find out how your new onboarding system is being received and more.



Move all of your new starter documents online and assign tags to these documents for a seamless onboarding process.



Give members from all over of your organisation different levels of access to your onboarding platform.

## Get Your New Recruits Onboard Before Day One

Take away the administrative burden that comes with expanding your workforce and give your new recruits a head start by giving them access to an online Onboarding platform ahead of their start date. This means that prior to entering the workplace, your new recruit will be able to complete everything from personal information forms, to signing and agreeing to company policies and reviewing company handbooks. Leaving your new recruit in a position where they can focus on their role as soon as they step foot into the office.



### For New Starters



Allow your new starters to submit bank information such as sort code, account number and branch address (optional) online in a secure environment.



Put your new recruits mind at ease by issuing emails updates with any upcoming meetings in their first month and any other additional information.



Give your new starters the tools to complete all onboarding documentation prior to their first day.



Grant access to your organisational charts to allow your new starters to see who they will be working alongside.



Avoid any awkward holiday conversations by giving your new starters the option to complete an upcoming holiday form.



Optional live countdown to show your new recruit how many months, days and hours until they embark on their new journey.