"Tell Me More About Paperless Onboarding..."

The onboarding process hasn't changed a lot over the years. HR professionals are quite used to chasing down signatures, sorting through bulky files and being tethered to their filing cabinets. Odds are most other processes in your office have gone from spreadsheets and files, to online and paperless — So why not the onboarding process?

Having worked with countless organizations on implementing new HR technologies, we see a good amount of concern over the legalities and nuances involved in taking a long-standing, comprehensive and highly visible process to a new platform.

We get it, this is a sensitive process, and compliance is a beast of its own, but the same issues that make companies reluctant to go paperless, are exactly the issues that paperless onboarding address in more streamlined, effective and efficient ways.

The current onboarding process is drawn out, burdensome and highly inefficient. Find out what paperless onboarding looks like…

Eliminates Signature Chasing

Traditional onboarding requires a marathon of chasing different signatures down, and getting them all in the right place at the right time. Paperless onboarding eliminates the signature hunt through an automated process that lets you set deadlines through the system. You can create reminders for new hires and colleagues, and seamlessly track all those dotted lines without flipping through a file.

Provides an Amazing New Hire Experience

Getting started on the right foot with new employees isn't just a professional nicety; it's a serious, strategic part of employee engagement and retention. 40% of employees who left their jobs voluntarily in 2013 did so within six months of starting. Onboarding is your first impression, your handshake, and your one chance to set the tone for your new hire's experience.

Paperless onboarding includes a smart form feature. New hires now longer have to fill out the same information several times, on several different forms. Once information is entered the first time, it is duplicated for them automatically in the proper, redundant fields. Get employees out of that paperwork avalanche, and into your company culture faster.

Gets New Hires to Work Faster

Did you know that 77% of best-in-class organizations begin the onboarding process before day one? Paperless onboarding allows new hires access to complete their onboarding paperwork before they even report for their first day on the job. Not only is the process of paperless onboarding faster and more efficient, new hires are able to securely access and complete the onboarding process online.

Ensures Compliance at Every Step

Compliance is arguably the toughest part of the onboarding process. Your HR team no longer has to wake up in the middle of the night with a myriad of acronyms on their mind. Compliance nightmares are over with quick and easy EEO and OFCCP reporting.

Saves Money

We don't mail paperwork anymore in just about every department besides HR. It just doesn't make sense to continue the archaic practice of mailing important and timely documents. For one, it's called "snail mail" for a reason, it's slow, and secondly, it's expensive. Aside from postage costs, organizations can save a lot of money on just the ink and paper alone that traditional onboarding requires.

Prevents Errors

How many times have you looked up an employee file to find inaccurate, incomplete or illegible information? These all too common flaws in the traditional onboarding process are virtually eliminated with paperless onboarding. Fewer errors mean less work, increased compliance and fewer headaches.

As the leading area of talent management that impacts retention, onboarding has stayed in the past for too long. Why has this HR function been held back in time with file folders, redundancies and overall inefficient practices? Bring your onboarding process into the future by going paperless. Your candidates will have a drastically improved experience, and your HR team can save and allocate resources for the human matters of Human Resources.

Sources

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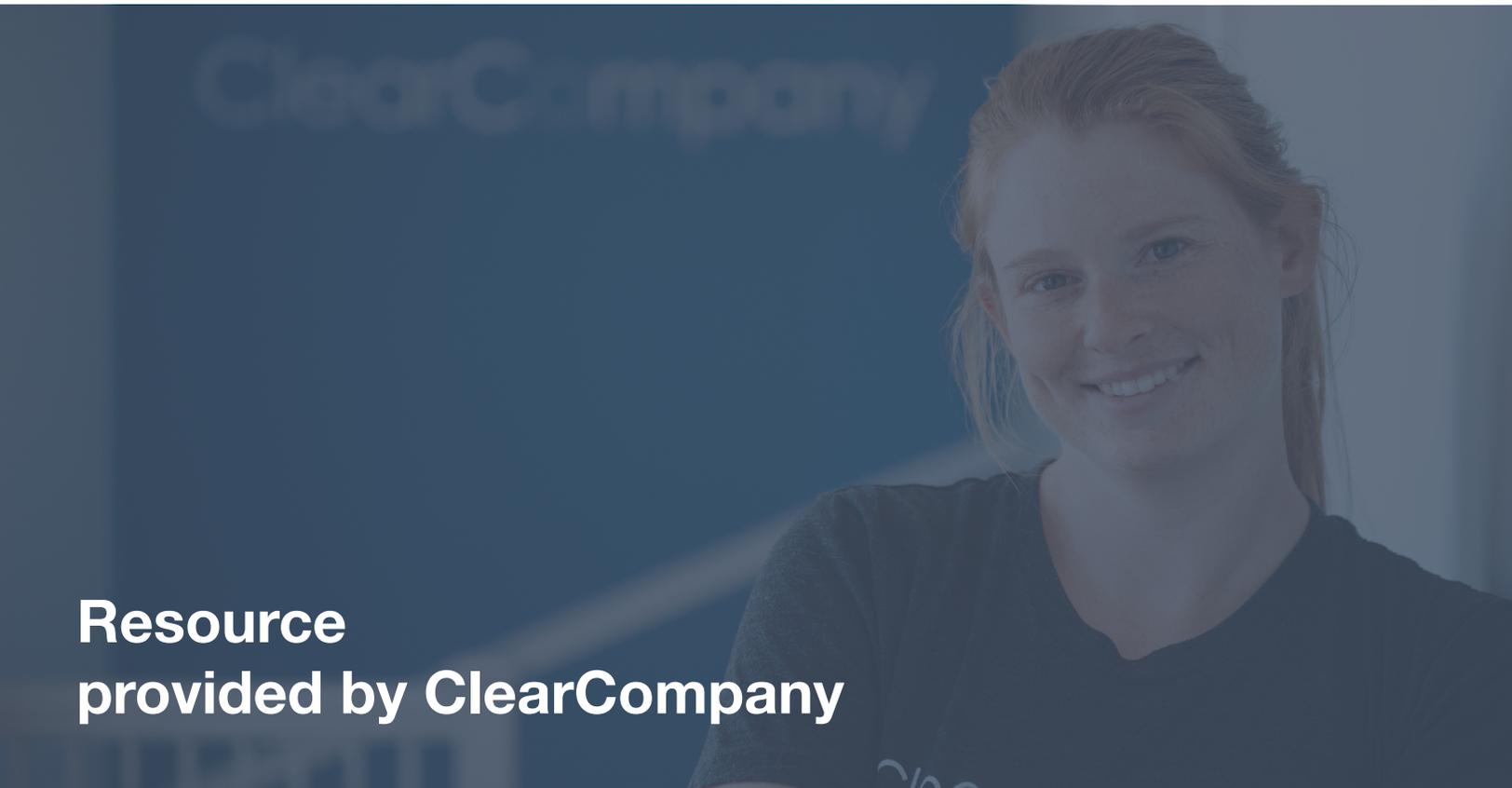
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