

## Employee Onboarding Software Vendor Comparison Worksheet

Vendor Characteristics	ClearCompany	Vendor #2	Vendor #3	Notes
How long has the company been in the market?				
How many years the onboarding software has been in the market?				
Are there client case studies/references?				
Have you received service awards?				
Are there external ratings/reviews?				

Features	ClearCompany	Vendor #2	Vendor #3	Notes
New Hire Portal or Digital Dashboard				
Corporate Branding Capabilities				
Mobile-Friendly System				
New Hire Paperwork Organization				
Smart Forms/Elimination of Redundant Info Gathering				
New Employee/Team				

Introductions				
New Hire Welcome Pages				
Expectation/Goal Outlining				
First Day New Hire Packet				
I-9 Management				
E-Verification				
WOTC Management				
Background Checks				
Automated Workflow Tracking/Management				
Benefits Administration Tools				
Scheduling Capabilities				
Performance Review Alerts				
Easy-to-Understand Analytics/Reporting				
Payroll Integrations				
HRIS Compatibilities				