

Enhance your employee onboarding experience and streamline the process.

With CheckPoint HR's cloud-based application you can create a branded employee experience as unique as your company. You can be sure each new employee receives a consistent onboarding experience and all the correct new-hire paperwork, including state-specific forms.

#### Configurable

Define the documents, messaging and workflow to align with your organization's process and brand.

#### Easy and efficient

Employees complete all new-hire paperwork online, using a computer or a mobile device.

#### Automated notifications

Emails alert new employees of tasks that need to be completed and notify managers of outstanding items.

#### Auto populated form fields

Existing information appears in the correct fields automatically, so employees don't need to re-enter it.

#### Smart fields

Verify data to help ensure you collect the information you need, simplifying your auditing.

#### Adobe document cloud

All documents are signed electronically and stored for employee and HR reference.

Whether you hire five employees a year or 500, CheckPoint HR offers the right system to streamline your process—drastically decreasing your time and paperwork and ensuring your people feel engaged and productive on day one.

To learn more about our employee onboarding technology and services, call 800.385.0331 or visit [checkpointhr.com/onboarding](http://checkpointhr.com/onboarding).

# employee ONBOARDING

Quickly transform new hires into key performers



## Make onboarding easy with your own friendly portal



Your custom welcome screen provides a to-do list for the new employee, including each required form or action item. You can configure the content based on your onboarding workflow and customize the look and feel to reflect your organization's brand and culture.



Easily capture the employee's required information through the self-service data sheet. The yellow tab leads the employee through the process. The hiring manager can download the completed form and view a full audit of the information.



The data sheet pre-populates the forms that follow so employees don't need to keep entering the same information. You can provide written or video instructions. You can also require confirmation that the employee viewed the video. Completed forms are stored in the "My Documents" section.



Signature lines are Federal e-sign compliant. Employees can type in their name or write it with a touch-enabled device. Managers can view the audit report, including the individual's name, the transaction ID, the IP address, and next steps, such as who needs to countersign the document.



Managers can view completed documents, along with a history of the process, a transaction ID and the current status of the document. They can also use the Library function to store employee handbooks, organizational charts, company policies and other information they wish to make available to onboarding employees.



The management dashboard enables the hiring manager to view each employee's status and progress. The manager to-do list details tasks, including items to approve or documents to countersign. Managers can filter the information by employee, document or other criteria.

## Get out of the data entry business so you can focus on developing and supporting your people.

CheckPoint HR delivers a technology-driven solution for welcoming employees and helping them quickly begin contributing to your organization's success. Our cloud-based onboarding technology offers an easy, user-friendly way for employees to complete your required process for new hires.



From the moment you welcome your selected candidate, our technology automates all the tasks required for a compliant and productive onboarding.



Our self-service portal eliminates tedious data entry for the HR team. We convert your new-hire documents (including W-4 and I-9) into online forms that obtain digital signatures from the new employee.



If desired, you can also include introductions to your company culture, policies and procedures.



To learn more about our employee onboarding technology and services, call 800.385.0331 or visit [checkpointhr.com/onboarding](http://checkpointhr.com/onboarding).