Smart Onboarding© For Public Sector

Automate And Simplify The Onboarding Process

Why Smart Onboarding?

Smart Onboarding is a robust new hire onboarding solution that supports the talent you are hiring, regardless of whether they are contractors, temporary workers, or internal employees. Smart Onboarding supports industry best practices throughout the talent's life cycle, including preboarding, onboarding and offboarding. Smart Onboarding has an intuitive user interface that provides candidates and administrators an easy-to-navigate, and consistent user experience. From the moment the new hire is invited to the onboarding process through the completion of the hire process, Smart Onboarding automates the tasks required based on the candidate's hiring profile, not only for the candidates, but also the compliance team, and any other administrators. Smart Onboarding also allows you to uniquely brand your organization by bringing in colors, logos, videos, and other content that will make the solution your own and create a personalized and unified onboarding experience for all your new hires.

Make New Hires Productive Day One

Organizations can realize increased ROI by making new hires productive on their first day through Smart Onboarding's preboarding processing. Organizations can use the solution to direct new hires to an online preboarding process that includes employee information, payroll, compliance requirements, organization information and policies, benefits, regulation-specific requirements, as well as any other tasks or content you wish to present. Preboarding enables your new hire to contribute to your organization on their first day, instead of spending the day wasting time filling out forms, reviewing materials, and other new hire activities that are unique to your organization.

Stay Compliant With Local, State and Federal Laws

As part of the onboarding process, there will be forms that need to be completed for regulatory compliance, such as Form I-9, E-Verify or the State Tax Withholding forms. Smart Onboarding brings these forms into an automated digital process. Once the new hire's personal information has been collected, any subsequent task or forms requiring the information will be auto-populated into the forms, thus saving data entry and time not only for the new hire, but also administrators or anyone other manager that will interact with the onboarding solution. In addition to the productivity gains, this approach also ensures all required information is not just entered but entered properly to meet compliance needs.

Your Onboarding Process!

Smart Onboarding can be tailored to each organization's unique business process and organizational structure. The solution can be configured for multi-location, multi-department, multi-language, individual policies, local, federal and state requirements and much more. Each organization and/or division can have their own set of requirements based on their particular needs. Since Smart Onboarding is completely configurable, conditional criteria can be defined to tailor each user's experience based on his/her job, organization, geographic location, management level or other variables.

Managing High Volume Hiring

Smart Onboarding enables your organization to scale quickly. The manual labor that drives the onboarding process can be reduced by 90 percent or more through Smart Onboarding. Through the solution's highly-criteria-based configurable system, mobile enablement and automated processes, organizations can hire a high volume of qualified employees on-time and on-budget as needed. Additionally, the offboarding process for contingent workers can easily be pre-configured based on the your offboarding requirements as well as any other requirements, making for quick, streamlined and consistent processes for your onboarding and offboarding needs.

Smart Onboarding has helped millions of people successfuly join their organization

Smart Onboarding can be configured to your unique business requirements for your contingent and full-time employees based off division, job profiles, multi-locations, managers, administrative roles, and much more.

Your Branding

Your Organization

Division 1

Division 2

Location 1

Location 2

Location 1

Location 2

New Hire Business Process

- Employment Agreements
- Background Checks
- Drug Test Screens
- Previous Employment Check
- E-Verify Integration / Support
- Policies
- Compliance
- HR and Payroll
- Client-Specific Requirements

Business Criteria

- Full-Time / Part-time
- Staff / Managerial
- Temp / Permanent
- External / Internal Hire
- Location Specific Requirements

- Position or Employment Type
- Department and Division Specific
- New Hire / Rehire
- Language
- Any Criteria

Smart Onboarding ®

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Automate Your Onboarding Process

Manual filing of contracts, documents, and signatures wastes time for valuable resources within your organization. Smart Onboarding enables you to present a complete set of online forms, combined with electronic-signature functionality, and generate electronic documents that can easily be stored in your HR or document management system. During the hiring process, the solution can automatically feed the new hire's data, including HR and payroll information into multiple systems for seamless HR and payroll set up, benefits enrollment and much more.

User Experience

Built to transform the manual paper-based process of onboarding into a digital environment, Smart Onboarding has been designed to provide an easy-to-use and intuitive user experience for the new hires, managers and administrators. From the new hire to those users required to process the hires and getting them aboard, the solution guides the user through from initiation to completion. Smart Onboarding is mobile-enabled, allowing for use from any mobile device or tablet from any location.

Mobile UI
Smart Onboarding

Audits

Smart Onboarding enables you to review and audit the onboarding process. As part of the process, administrators can conduct periodic employment audits as a proactive measure to ensure that your policies and practices are in compliance with applicable federal, state, and local laws. Audits can include: eligibility to work in the United States, payroll, benefits, training and orientation. Many audit procedures are voluntary but others can be department or division specific or required by law or by your organization's internal auditors.

Reporting & Analytics

Smart Onboarding has pre-built reports and dashboards that can be changed and tailored to the organization's requirements. These reports start with a high-level overview of all new hires in the process, and where they are in the onboarding process. From there, managers and administrators can drill down into the specific details of each new hire's progress and review their information. From this perspective, managers and administrators can analyze and identify weaknesses in their onboarding process and continue to drive continuous process improvements, including the training of their staff.

Deployment

Smart Onboarding can be deployed in the cloud or an on-premise appliance, giving you great flexibility on how you wish to use the solution. Both models of deployment do not require any software purchase, as the solution utilizes a convenient subscription model, which ensures that you only pay for what you use in order to maximize your investment.

Security

Smart Onboarding provides state-of-the-art security, whether it's on-premise or in the cloud. It uses the latest technologies in encryption, two-factor authentication, data masking and much more. Within the application, security is applied based on roles and responsibilities to ensure that each user is performing the job that they need to do, nothing more or less.

Integration

Onboarding is a key part of the new hire process, and Smart Onboarding has been designed to integrate with many different applications that support the onboarding process. This integration ensures that you do not have to manually re-enter information into third-party disparate systems. When you have selected a new hire from your ATS, you can be sure that their information and experience is continued right through to when they become a full employee in your HR Application. Smart Onboarding also replaces traditional paper-based Form I-9 with an easy-to-use online form that integrates with Department of Homeland Security's E-Verify processing, and supports online records retention. Built-in E-Verify integration ensures regulatory compliance and saves organizations time and money.

Standard Public Sector Onboarding Features

New Hire Screening

- Background checking
- Drug testing
- Education verification

Compliance

- E-Verify integration
- Federal and state tax withholding forms
- Policies and agreements
- Repository of documents

High ROI

- New Employee Productive Day One
- Accuracy of data and completion of all required tasks
- Savings: time, efficiency, paper, postage, scanning and filing, W2-Cs

Forms, Checklists and Integration

- Location specific process, forms and policies
- Department and Division specific processing
- Checklists to make sure the right information is presented and tasks performed
- Role and type of worker (Full time Employee vs. Contingent Worker) specific process and policies
- Electronic forms and multi-lingual capability
- Mobile-friendly User Interface
- Cloud-based and highly configurable
- Checklists, other tools, reports and dashboards for managers, admins and other participants
- State-of-the-art security
- Integrations with ATS, HRIT and Other systems
- Location-based security for Service Agents to perform all onboarding activities