

Peopleclick® Onboarding

Empowering your employees to be productive from day one

Do you remember your first week on the job? Did you spend that time sorting through stacks of forms while waiting for someone to find you an office? How long did it take to get your computer, phone and email account?

If this scenario sounds familiar, you are not alone. Many new employees have encountered the same. New hires typically experience a general sense of disappointment after the interest, attention and excitement of interviewing and accepting an offer has worn off.

It is important to know that new hires solidify their decision to stay with your company within the first six months of their tenure. Your onboarding program may be the deciding factor that keeps your next star employee committed to your company or encourages them to leave for greener pastures. The new employee experience begins at offer letter acceptance, well before their first day in the office. With consistent messaging, frequent outreach and clear expectations, you can ensure that new hires and transfers feel like a part of your organization before they even arrive.

Peopleclick Onboarding is a full-featured product that integrates seamlessly into your existing Peopleclick® RMS workflow, broadening its current onboarding capabilities to automate the necessary processes of forms and task management and extending your corporate culture into the employee's home. Peopleclick Onboarding ensures a smooth experience for new employees and current employees alike. When everyone on your team knows what needs to be done, when, and by whom, your new hires are guaranteed to enjoy a great first impression.



Peopleclick®

Key Features of Peopleclick Onboarding

Forms Management

Peopleclick Onboarding Forms Management facilitates the completion of required new hire paperwork well before your new employee arrives for their first day. Employees can complete all forms online in the comfort of their home weeks before their start date. When forms are completed online in advance of the new employee's arrival, you save on postage costs and empower everyone to be more productive during their early days with your organization. Have you calculated how much you are spending each year with express mail vendors to distribute new hire forms?

Task Management

Through Peopleclick Onboarding Task Management, the logistics of an employee's first-day experience are managed smoothly and efficiently for both the employee and internal teams such as HR, IT and Facilities. Typical onboarding tasks are assigned last minute amid much confusion. But with Peopleclick Onboarding, internal teams can receive assignments well in advance of the new hire's arrival, giving them an opportunity to work these tasks into their daily schedule. If you have always had a pleasurable onboarding experience, you are the exception. Ask your friends, and they will tell you some unbelievable stories. The initial impression is the most memorable, and when a new hire's first days are well-planned, everybody wins, especially you.

Socialization

Although the logistics of onboarding are more efficient with Forms and Task Management, the most challenging part of the new-hire experience is socialization into your culture. The socialization features of Peopleclick Onboarding allow you to begin developing a relationship with new hires right after they accept your offer. In most organizations, there is a *quiet period*, after offer acceptance before the start date, when the new hire does not hear from you.

Peopleclick Onboarding helps eliminate this quiet period, providing tools for you

and your new hires to maintain communication and socialize them into your culture immediately. New hires will begin learning about the day-to-day within your company through a convenient new-hire portal available from the comfort of their homes. New employees can view company information, benefits, video clips, learn about mentor programs and more. Make sure they know what to wear, where to park and what time to arrive on their first day. They will begin to feel like part of your organization weeks before they start sending emails from that shiny new computer, and when they do, they won't even consider the offers they are getting from your competitors.



Key Components of Peopleclick Onboarding

Employee Onboarding Portal

Recruiters, hiring managers and others within your organization use the Employee Onboarding Portal to assign and fulfill tasks. Such tasks can include assigning paperwork to the new hire, requesting a cubicle or office from Facilities, requesting a computer or laptop from IT and assigning a buddy or mentor to make your new employee feel like part of the family. The Employee Portal is also the perfect place to assign tasks to each hiring manager to encourage them to follow up with your new employee at scheduled intervals after the offer letter is signed

to ensure the new hire knows where to go on their first day, what to wear, what time to arrive and what to expect. You want your new team member to feel as comfortable as possible with the big decision they have just made to join your company.



Peopleclick Onboarding includes a library of reusable common tasks and suggested task lists to get you up and running quickly. The task lists are based on conventional onboarding workflows, and can be used as-is or modified to better fit your company's specific process. When a candidate is moved into the Onboarding folder of your hiring workflow in Peopleclick RMS, tasks can be automatically assigned to each member of your organization, including the new hire, based on factors such as job type or location. When a task is assigned to a person or group, a convenient email alert is sent with details about the task and a link to access the Employee Onboarding portal.

New Hire Onboarding Portal

Accessible via the internet, the New Hire Onboarding Portal is used by new hires to fulfill tasks that are assigned to them. You can configure the look, feel and content of this component to be consistent with your brand, and include the content that is required for successfully onboarding your employees. Consistent content leads to consistent process and treatment of all new hires, and ultimately better metrics for your organization. Many organizations will continue to use the New Hire Portal to socialize with new employees well after the start date, conducting surveys to gather feedback for continuous process improvement.

Once the candidate accepts your offer, it is important that they feel like part of the family, but you also have some logistics to fulfill. New hires will use this portal to complete paperwork online, including their electronic signature. With the ability to pre-populate new-hire forms with demographic data entered previously by the candidate or HR, this typically daunting task becomes much less overwhelming. Using our secure Adobe® PDF format to complete all, or most, of the required paperwork online will save your company a significant amount of money in postage costs alone and will also save some trees in the process.

Many feel that onboarding refers to the time period and associated tasks that ensue after offer letter acceptance through the first day of employment, but the process and experience really transcend those

traditional boundaries. Employees view onboarding as a series of events spanning the entire first year of their employment with your company. Each attempt to socialize them into your culture is part of their onboarding experience, and is rated by your employee, either formally or informally. Peopleclick Onboarding gives you an opportunity to measure feedback about onboarding experiences throughout the new employee life cycle through questionnaires and surveys. You can use this feedback to improve your program and make changes to your New Hire Portal.

Onboarding System Administration Portal

Onboarding Administrators use the Onboarding System Administration Portal to customize the Employee and New Hire Portals and other self-serviceable components of the Onboarding product. In addition to configuration of look and feel, administrators can perform the following:

- Create tasks
- Create task lists
- Associate tasks and task lists to job types
- Create email templates
- Manage Onboarding users
- Create and display customer-defined fields

The Peopleclick Difference

Your onboarding program may be the difference between an engaged employee and an employee looking to move on to their next opportunity. Automation of traditional onboarding activities like completion of forms and assignment of tasks is key to a smooth process for both the new employee and your recruiters, hiring managers, facilities and IT staff.

Peopleclick Onboarding automates forms and task management and adds a critical component with our focus on Socialization. An employee that feels like they are part of your team is more productive and ultimately less likely to leave your organization. Your investment in a strong onboarding program will save your team time and effort and save your company money in turnover costs over time.

Peopleclick is the leading global talent acquisition solution provider for salaried, high-volume and contingent workers. We deliver solutions that help companies find, attract and hire a diverse and productive workforce. Peopleclick empowers clients to radically simplify, improve and measure their talent acquisition lifecycle, while integrating affirmative action and diversity goals into their hiring processes.

To find out more about putting Peopleclick Onboarding to work at your organization, visit www.peopleclick.com.

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