

Employee Onboarding

Improve Employee Satisfaction and Productivity Levels With Digital Employee Onboarding Solutions

AUTOMATION SIMPLIFIES ONBOARDING



SMART BRIEFS

Brief research outlines from the staff at Smart ERP Solutions®

EMPLOYEE ONBOARDING

SHRM

SOCIETY for HUMAN RESOURCE MANAGEMENT

A recent study reported by the Society for Human Resource Management (SHRM) revealed that nearly one-third of those surveyed had left their job within the first six months. Many of these workers cited issues such as unclear instructions, insufficient training and lack of support from co-workers as their main reason for leaving. With the recruiting costs now coming in at up to two times the annual salary, this lack of employee satisfaction at the earliest stages of employment is a problem HR departments cannot afford to ignore.



Automation Simplifies Onboarding

Ultimately, your organization has just 180 days to acclimate new hires and to ensure they feel like they “fit” into your company’s culture.



This short time period requires a comprehensive employee onboarding process that begins from the moment of job acceptance and continues for at least the next six months. While the onboarding process can be demanding for both the new hire and the HR team, new digital platforms can make onboarding a more efficient and seamless process.

The onboarding process will go through several stages, including the following:

From Acceptance to Day One

You no longer have to wait until day one to have the employee complete some of the more mundane new hire tasks. With an automated onboarding process, you can connect with your new hires instantly and have them begin the process of completing the necessary paperwork, such as direct deposit form, benefit enrollment form and I-9/W-4 completion. Best of all, this paperwork is stored electronically, so you never have to worry about losing important documents or storing loads of paperwork.

Once the applicant has accepted the offer, the onboarding process can begin. You can start by sending an official acceptance offer and a welcoming letter via email to your new hire. Include easy-to-follow instructions and be clear about

what the employee must complete prior to day one. Digital onboarding software allows you to create checklists and attach important documents, including personnel policies, benefits information and employment forms with multimedia technology, such as documents, videos and slideshows.

First Day on the Job

Prior to day one, it is important that you reach out again to the new hire to show your excitement about his or her first day.

Using an automated employee onboarding solution gives your HR team the ability to track the new hire process and to send out reminders if any items on the checklist still need to be completed. You want to be sure to schedule a tour of the building and an introduction to key players in the organization on the first day.

In fact, a great strategy is to use digital technology to send out notices to any manager or supervisor that will work with the new employee. This allows you to introduce new hires and to encourage your co-workers to join you in welcoming them to the team. This is a small act, but it will go a long way in making the new hire feel welcomed into the organization.





Having everything prepared, such as the employee's workstation or office, ahead of time is crucial. The integrated digital platform offers a simplistic way to track important onboarding processes, including equipment disbursement, badging, IT passwords and more.

One-Month Check-In

While you always want to make sure the HR department has an open-door policy, where new hires can reach out for answers or support, it also is recommended to check in around the one-month point. Use this time to make sure all required training courses and certifications have been completed or are scheduled for completion, and to ensure there is no outstanding paperwork. In addition, take time to review the employee's job description, discuss performance goals and address any questions or concerns the employee may have.

Don't use this time only to address the employee's performance. Always ask for honest feedback regarding the onboarding process. This invaluable information can help your HR team assess your current onboarding processes and make adjustments if necessary.

Three to Six-Month Check-In

You again want to check in with your new hires



somewhere between the three- and six-month-point. Keep in mind that most employees have made a decision about your organization after just six months on the job. However, this doesn't mean that they can't change their mind. Issues that are addressed quickly throughout the ranks of the company can make all the difference.

Benefits of Digital Onboarding

One of the most important benefits of using digital onboarding software is that it ensures your organization remains in compliance with all governmental regulations.



Automated onboarding should be role based, have the ability to scale to your business requirements and make compliance with your new-hire process automatic.



For example, the software includes full integration with the E-verify process managed by the Department of Homeland Security. Once the employee completes the I-9 or W-4 form, the information is sent instantly to the appropriate governmental agency.





Automated software simplifies the onboarding process and makes integration with other departments quick and easy. It also can eliminate paper waste, greatly reduce onboarding costs, enhance the new hire experience, increase employee satisfaction, and perhaps most importantly improve overall workplace productivity. Ultimately, this combination of benefits allows your company to obtain a much higher return on investment.

When it comes to digital onboarding technology, it is important to realize that not all programs offer the same level of services. Smart ERP Solutions has created the unique Intelligent onboarding SaaS platform that provides seamless integration with your vital HR management application.

Our enterprise class architecture software is designed to make the employee onboarding experience faster and less complicated for both the new hires and the HR team. Our solution simplifies compliance, form filling and collaboration, and ensures that you can use any desktop or mobile device to facilitate the onboarding process.

Smart Onboarding provides seamless integration with your core HR Management Application, reduces onboarding processing time, eliminates paper and greatly improves new-hire satisfaction.





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www.smarterp.com | 925.271.0200 | sales@smarterp.com

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