

# myApplicants Onboarding

Hundreds of providers use myApplicants to help survive the hiring crisis. The ability to one-click post to unlimited Job Boards, including Facebook and Indeed, is a big time and money saver! Plus providers report a significant increase in better quality applicants.

## WHAT IS EMPLOYEE ONBOARDING?

Employee onboarding is the process of which a newly hired employee gets adjusted to his or her new role in the company. Onboarding includes not only performance aspects of their job, but legal paperwork and the attitude of an organization as well.



*There are two major parts to onboarding:*

**Transactional Onboarding** - Transactional onboarding is focused on completing all the necessary documents required for a new hire. This includes the collection of forms such as: the W-4, I-9, insurance forms, direct deposit forms, the non-disclosure agreement, etc. so that your new hire can legally begin working.

**Acculturation** - Acculturation is more of the organic process of showing the new hire what the company culture is, how his or her team will work, and what responsibilities he or she will hold.

## myAPPLICANTS INCLUDES:

- » Unlimited HR and Manager Logins
- » Mobile Friendly Branded Career Site
- » Ability to Post Unlimited Jobs and Push to Job Boards
- » Texting/Communication Inbox
- » Reporting - Standard Library Access and Report Builder
- » Employee Referral Portal
- » Resume Parsing
- » Multiple Employment Applications
- » Internal Job Board and Internal Application
- » Automated Status Assignment
- » Status Based Auto Emailing
- » HR Data Surveys
- » Requisition Approval Process

## HIREFORMS ONBOARDING

Using HireForms Onboarding provides HR real-time visibility into where each new hire is in the process, plus HireForms Onboarding will:

- » Streamline the new hire onboarding process
- » Reduce the amount of errors on forms
- » Reduce compliance risk
- » Eliminate redundancy on forms and reduce time spent filling out the same information
- » Get you off to the right start with new hires with a professional experience