



# Staff Onboarding System



- Hiring Automation
- Organization
- Workflow Automation



**Our onboarding app saves time and ensures compliance for your HR team and the selected candidate.**

SimplePortal's onboarding solution commences after a person has accepted an offer. Easily automate and manage every aspect of bringing a new hire onboard.

Automate and track all your onboarding tasks from the pre-hire to the first weeks your new hire is onboard. The portal can include videos, corporate or marketing information, their letter of offer, forms and policies to review and approve online. Once accepted, all relevant Departments are notified for Day One readiness.



**CREATE EFFICIENCIES**



**REDUCE COMPLIANCE RISKS**



**DAY ONE READINESS**

**CONTRACT CONSTRUCTION/REVIEWS**

**Highly configurable employment contract creation**

In consultation, your employment contracts are analyzed and dissected into multiple contracts and separate clauses. This enables you to insert relevant clauses to build personalized contracts quickly.

**Document control**

Based on your initial data entered about a specific candidate, the solution dynamically Inserts or removes specific clauses as your employment contracts are built.

**Multiple reviewers**

Once the employment contract is completed, you can send for multiple reviews and approvals before being issued to the candidate.

**ACCEPTANCE & E-FORMS**

**Personalized candidate portal**

The candidate's personalized portal allows you to customize the information displayed to each candidate. This can include personalized welcome text, corporate videos, brochures and specific job details.

**E-Forms with instant validations**

Intelligent online forms capture all candidate's data. All common fields are entered once, which populates data onto multiple forms. Validation rules are built-in to ensure forms are completed accurately.

**Digital signature approvals**

Candidates can complete and accept all employment forms, policies and contracts online. A digital validation step via your mobile phone provides additional security.

**DAY ONE READINESS/INTEGRATION**

**Security**

Unique processing satisfies privacy handling of information such as tax file numbers.

**Day One readiness**

The system notifies all stakeholders about the new starter, including providing relevant set up information to IT and Payroll to ensure Day One readiness.

**Systems integration**

We have successfully integrated with recruitment and HRIS systems, and can integrate with most systems using an open API.



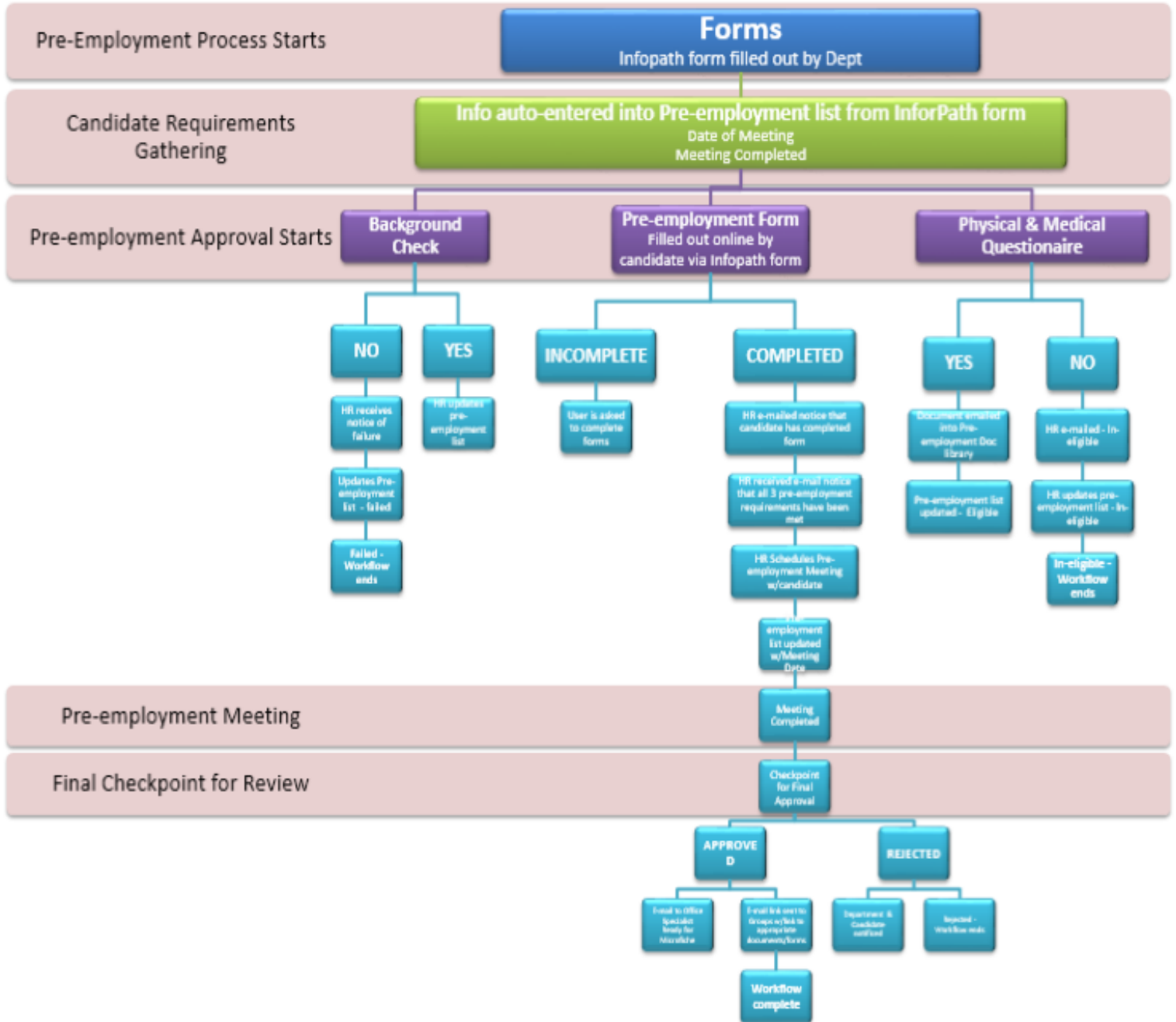
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## Easily Customized For Your Business

Choose the forms and process for your unique business needs. We can customize the system to accommodate a wide variety of workflows. Start your new recruits the right way with the Staff Onboarding solution!

SAVE 80% OF YOUR ONBOARDING COSTS AND ENHANCE YOUR EMPLOYER BRAND

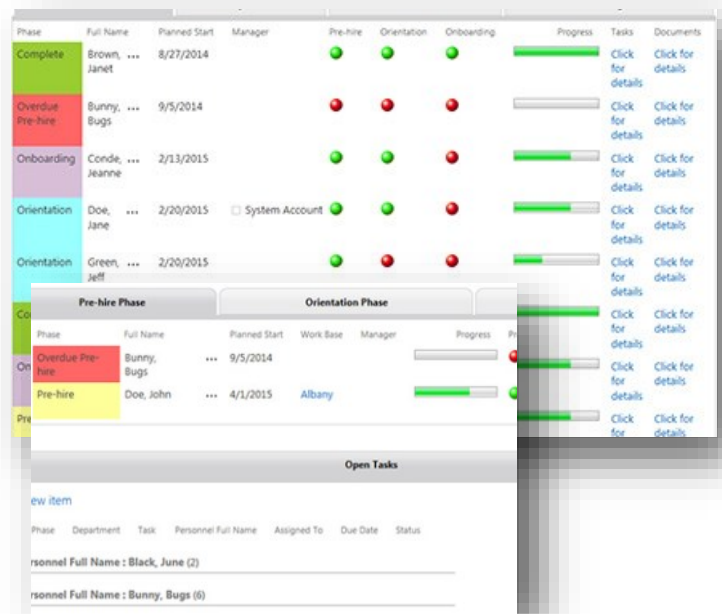




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## Dashboards for Process Management

SimplePortal's onboarding solution commences after a person has been selected through your recruitment process. It allows you to create your employment contract and onboarding packs, and have everything approved and sent electronically.



## System Requirements

**Server:** Microsoft SharePoint 2013, SharePoint 2010

**Client:** All web browsers with latest editions.

## SimplePortals

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