Bonitasoft

EMPLOYEE ONBOARDING PROCESS
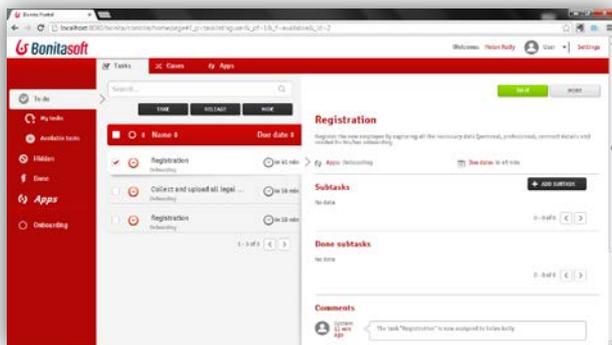
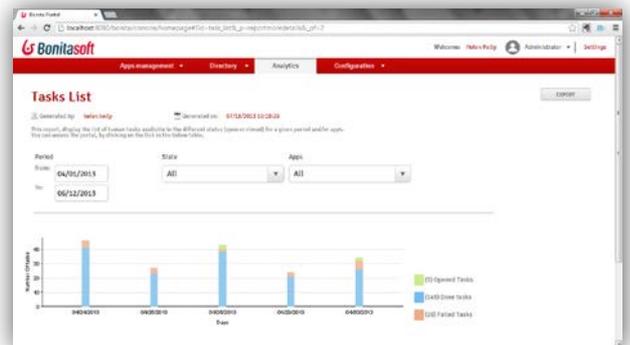Bring value to the entire business through HR process automation.
Align your onboarding process with the corporate strategy of reducing costs through increased efficiency!
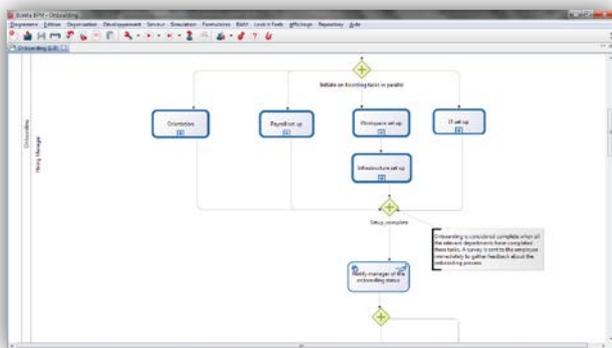
Track and alert

Be sure no necessary tasks are lost among all the departments involved. Reminders are sent automatically when tasks are overdue.

Monitor and report

Use embedded reports to follow progress and reveal bottlenecks. Develop a compelling business case for process adjustment, or for more resources, by showing potential gain.
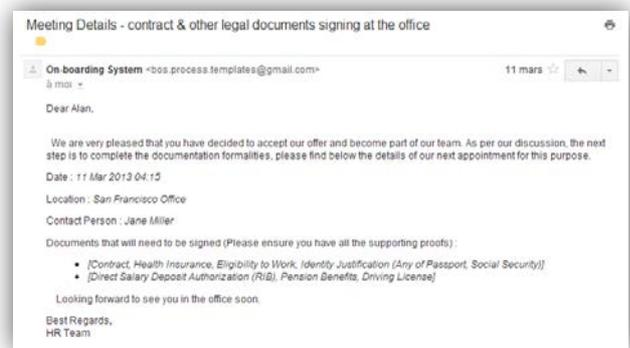
Distribute tasks

So many people are involved when there is a new hire…

This process is designed to distribute and orchestrate tasks among *everyone* who has a role in on-boarding.

Empower your new hires

Because they are involved in their own onboarding process, your new hires will immediately feel a part of your organization.

Send an automatic email to each new employee to welcome them on their first day, and every time a subsequent action is required.

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Process templates – easy to start, easy to extend

A process template is a pre-built, optimized business solution, modeled using BPM best practices to accelerate your project and reduce the time to implement.

- Download it from the Bonitasoft Customer Portal and import it directly into Bonita Studio.

- Start with the template, and customize it to your specific needs. All the source code is provided.

- Access to all process templates comes with Bonita BPM *Efficiency* and *Performance* Subscriptions.

The onboarding process template

An HR employee prepares to onboard a new hire, entering their personal details and employment information, and uploading the administrative and legal forms.

The hiring manager defines the requirements for the new hire, and subsequent tasks are distributed among:

- *Facility Management* for workspace attribution and preparation
- *Accounting* for payroll setup
- *IT department* to provide accounts, hardware and software
- *Telecom services* to manage infrastructure and phone line attribution

At the completion of each step, the hiring manager is notified.

For the employee's first day in the company, the hiring manager completes a task to:

- send a personal welcome message, and
- send a message introducing the new hire to the company.

When onboarding is complete, the new employee fills in a survey, giving you information to improve the process - and your "new hire satisfaction."

Other HR process templates

Employee Leave Management

Approve and manage requests for time off, insure clear communication about absences, and maintain business continuity when employees are away.

Recruitment & selection

Decrease the time needed to find qualified candidates. Better manage the search, screening, and interview process to fill positions more quickly.

Employee assessment

Reward and retain good employees. Simplify and standardize the performance review process to improve employee reward and recognition, and identify employee development opportunities.

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