

HR's Guide to Digital Hiring and Onboarding

Manually recruiting and onboarding drives top talent away. Eliminate paper processes with the DocuSign Agreement Cloud for HR

If you're in charge of your company's recruiting and onboarding, you know that attracting and retaining top talent is a priority. Tech-savvy millennials now make up the majority of the workforce, and Gen Z, the demographic following them, are digital natives who expect their work environments to reflect a hyper-connected world. They are masters of digital communication and are raising the digital bar in how things get done.

Predictions are that millennials will comprise 75% of Canada's workforce by the year 2028¹. A Microsoft survey revealed that 93% of millennials polled cited modern and up-to-date technology as one of the most important aspects of the workplace². It's clear that in order to attract top talent, companies need to offer modern, sophisticated, digital recruiting and onboarding experiences.

Despite the increasing demand for digitization in Human Resources, many companies still rely on highly manual processes and legacy systems of agreement. It's a deterrent for job seekers and keeps HR staff mired in hours of paper-heavy procedures or a patchwork of paper and digital tools to prepare, sign, act on, and manage HR agreements such as new hire paperwork, candidate NDAs and offer letters.

Inefficient, time-consuming, paper-intensive systems slow the hiring process down and can cost your company qualified, in-demand candidates. A recent HR Daily Advisor study found that more than 25% of HR leaders spend between 25–50% of their time on document process management³. DocuSign is on a mission to give you back that time by fully digitizing the hiring and onboarding agreement process.

The DocuSign Agreement Cloud for HR is a collection of applications, integrations, and platform technologies designed to automate and connect the entire agreement process. With more than 350 integrations covering the entire HR agreement responsibility, you won't have to worry about switching between multiple systems to get things done. It includes integrations with top HR tools such as Workday, Greenhouse, Jobvite, Oracle, and SAP.

Whether sending an offer letter or compiling new-hire paperwork, the DocuSign Agreement Cloud for HR lets you get down to the business of hiring and onboarding faster, with less risk and lower costs – and presents a modern, digitized experience for candidates and employees.

Your HR recruitment efforts can and should be a strategic differentiator in attracting sought-after candidates and contribute to your business's productivity and growth. Are you ready to adopt a modern system of agreement and transform the way you hire and onboard?

1 Financial Post: Millennials will change the workplace

2 Inc.com Microsoft survey says millennials want these 3 things

3 HR Daily Advisor "Document Management: Process and Pain Points" 2019

Discover 4 trends driving the need for digitization in HR

Here are four of the top tech trends transforming the way recruiters attract and connect with talent.

1/ Improved candidate and employee experience

Research shows that a positive onboarding experience goes a long way. According to a Society for Human Resources study, a strong onboarding process can improve new-hire retention by 52% and productivity by more than 60%⁴. Your organization must make a good first impression – and the recruiting experience is your opportunity to do so. This means catering to candidate and employee expectations for an on-demand, anytime, anywhere experience.

2/ Reduced reliance on paper

The reams of paperwork that HR already wrangles keep increasing: 65% of HR leaders say document growth has been considerable over the last five years⁵. Not only are paper documents hard to track and find, they're also time-consuming to manually print, prepare, and share among candidates, legal, and payroll.

3/ Move to mobile

According to a Glassdoor survey, 89% of job seekers use mobile devices to search and apply for jobs⁶. If HR can't send paperwork quickly and securely to candidates wherever there are, on their chosen device, the company risks losing them.

4/ Growing demand for data-driven HR

HR teams are increasingly tasked with tracking data on hiring and employee trends – data that is then used to drive policies and strategic initiatives. Digitizing and automating HR workflows make it possible to capture the data required to increase efficiencies and inform decision-making.

Alleviate these common pain points with the DocuSign Agreement Cloud for HR

Multiple systems and redundant processes

The DocuSign Agreement Cloud for HR eliminates rework and redundant data entry by seamlessly integrating with existing technology investments – SAP, Workday, and Jobvite, among others – so HR leaders don't need to learn a new system.

Manual document signing and management

No more manual printing, signing, or faxing paper-based agreements. DocuSign eSignature lets users instantly send contracts to new hires on their computers or mobile devices. If they don't sign immediately, automatic reminders prompt them to complete or review the necessary paperwork. And the DocuSign Agreement Cloud for HR lets you keep track of every document's signing status.

Trouble finding and accessing completed agreements

DocuSign Agreement Cloud for HR stores all completed documents in a central database, making them easy to locate, access, and search.

4 SHRM "Onboarding New Employees: Maximizing Success"

5 HR Daily Advisor "Document Management: Process and Pain Points" 2019

6 Glassdoor: State of Mobile Job Search Survey

Digitize hiring and onboarding one step at a time

From sending out the initial offer letter to completing onboarding paperwork, there are many opportunities to digitize and automate your hiring processes, saving time, reducing errors, and improving the employee experience.

Step 1 Sending the offer letter

After weeks reviewing resumes, coordinating interviews, and checking references, you're ready to extend a job offer. DocuSign Agreement Cloud for HR makes the process seamless by integrating with existing ATS and HCM systems. You just have to write up the terms of the offer and send it digitally, then candidates review and sign on their computers or mobile devices. Candidate information automatically transfers between systems when the offer is signed, saving HR from manually re-keying new hire data.

Shorten timelines

A digital offer letter significantly reduces the time between offer and acceptance by eliminating printing, signing, scanning, and back-and-forth mailing of documents. DocuSign eSignature connects directly to your HRIS, eliminating data re-entry. If you're using a standard HRIS, chances are you've got an integration with DocuSign already built in.

Trigger downstream processes

With manual offer letters, the onerous task of tracking down approvals and signatures can result in delays that dampen candidate interest. DocuSign lets you program alerts that notify the candidate of the offer letter and remind them to review and complete paperwork if too many days elapse without action. A signed offer then triggers alerts to management and HR. Onboarding data is automatically transferred to your HRIS then prompts the next downstream process.

Virgin Holidays experienced an 85% reduction in employee offer-letter signing time with DocuSign eSignature.

Step 2 Executing new-hire documents

On a new hire's first day, spend less time compiling benefits and payroll paperwork, and instead focus on creating an amazing employee welcome experience.

Because DocuSign eSignature integrates directly with your HRIS, you can customize and streamline onboarding workflows. As soon as one step is complete, the application triggers the next step in your process. You can even tailor workflows for time-sensitive documents like tax or immigration forms or customize requirements by roles or region. Completed forms are automatically transferred to a central, secure, easily accessible repository.

Improve employee experience

Creating a positive employee experience is crucial to both attracting and retaining talent. If employees spend their first days knee-deep in HR paperwork, they miss opportunities to get to know people and explore their new roles. DocuSign Agreement Cloud for HR smooths employee onboarding.

Expedia Cruise Ship Centers changed the way they hire consultants and improved turnaround time more than 10x using DocuSign Agreement Cloud for HR.

Eliminate manual data entry

If your organization is duplicating efforts to draw up offers and contracts, you're not alone; 62% of businesses encounter redundancy when preparing agreements, according to Forrester⁷. The culprit? Duplicate manual data entry that already exists in the system. DocuSign eSignature integrates with your HRIS automatically, pulling candidate or employee information into common onboarding documents.

Step 3 Tracking employee forms

Managing the sheer number of documents involved in a new employee hire can be laborious. Even the most seasoned HR practitioner can spend hours organizing and checking forms for completion and accuracy. In fact, an HR Daily Advisor study revealed that 44% of HR leaders were not confident in their ability to quickly and accurately meet paperwork audit requirements⁸.

DocuSign Agreement Cloud for HR imports form data from your HRIS to simplify signing. Every signed form receives a tamper-proof virtual seal and digitized, traceable audit trail to ensure compliance through each step of the onboarding process – without any extra work. If you're hiring multiple candidates simultaneously, a convenient dashboard displays the current status of each applicant's paperwork so you can easily track them in one place.

Reduce errors

Automatic data transfer between DocuSign and your HRIS eliminates time-consuming data re-entry, significantly reducing the possibility of errors on important forms.

Store in a single, secure repository

Paperwork should be easily accessible during an employee's entire tenure at your company. Benefits updates, tax forms, policy changes, and more, will require signatures throughout the employee life cycle. HR departments require simple ways for both employers and employees to find and access important information when needed. DocuSign Agreement Cloud for HR keeps all documents stored in one central, secure repository that is visible and accessible to employers and employees alike – whenever and wherever they need them.

See how the DocuSign Agreement Cloud for HR can transform the way you manage hiring and onboarding. [Start a 30-day free trial today.](#)

10 onboarding forms you can digitize with DocuSign Agreement Cloud for HR

NDA form
Benefits form
Policy statement
Employee handbook
PTO management
Relocation agreement
Stock option agreement
Equity grant form
Direct deposit form
Tax form

⁸ HR Daily Advisor "Document Management: Process and Pain Points" 2019

About DocuSign

DocuSign helps organizations connect and automate how they prepare, sign, act on and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature: the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, more than 500,000 customers and hundreds of millions of users in over 180 countries use DocuSign to accelerate the process of doing business and to simplify people's lives.

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