



Onboarding Solution

Automation combined with a personalised experience for every new hire is what makes Zalaris' strategic employee onboarding program an outstanding success. It's easy to use but capable of meeting the needs of the most complex organisations.

The Zalaris Onboarding Solution gets your new hires off to a flying start, streamlining their arrival and making them productive members of staff as soon as possible. It is a critical part of your hire-to-retain strategy, giving new recruits the very best experience of your business while reducing the admin burden on the HR team and hiring managers.

Features of the solution:

For employees:

- ✓ Easy, automatic and personal.
- ✓ Simple to upload data such as personal information and bank details.
- ✓ Access to a wealth of useful information including an onboarding tour, personal mentor, equipment assignment, recommended websites, location and maps.
- ✓ Makes employees feel welcome before they start on day 1.

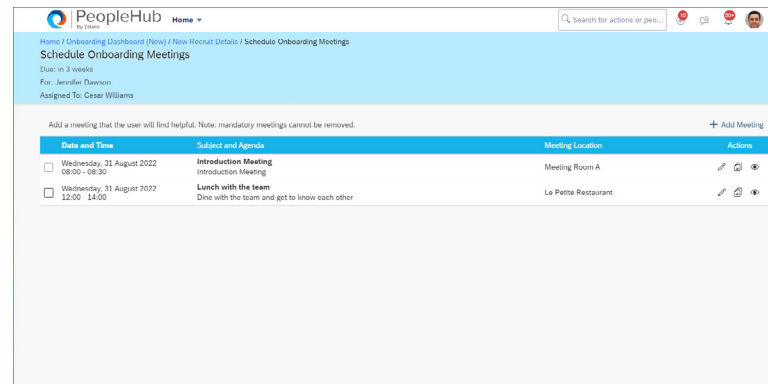
For employers:

- ✓ A strategic employee onboarding program aligned to your business growth, needs and goals.
- ✓ Reduces ramp time by guiding HR and managers, building networks early and developing new hires seamlessly.
- ✓ Employees are fully productive faster, hit their goals sooner and add to your organisation's agility quicker.
- ✓ Improves first-year retention.

Benefits of the solution:

Making your new arrivals feel a valued part of the business from the very start is key to an engaged, enthusiastic and committed workforce, as well as improving retention in the all-important first 12 months. In challenging economic times, it is not something you can afford to neglect.

The Zalaris Onboarding Solution has an Employee Data Collection module that gathers essential hiring data such as personal and job information, salary information, emergency contact details and bank details. Email notifications take a weight off HR by sending notifications automatically to employees or external parties such as your insurance company, pension provider or company car provider, saving the time and energy involved in manually contacting each provider separately.



Pre-day 1 experience: this includes a welcome postcard from their manager, an onboarding tour, personal mentor and recommended team members and peers, a pre-day 1 mobile experience, paperwork wizard, equipment assignment, recommended websites or places such as useful arrival information (location, building, maps) and access to company online resources such as LinkedIn, Facebook, Instagram and website.

For hiring managers the useful tools include a hiring checklist, mobile app, configurable workflows and forms/ document management. These can be integrated with our Talent Management suite such as Learning Management and Performance & Goals modules.

How does it scale your HR & Payroll?

With the Zalaris Onboarding Solution you have a raft of automated functions that speed your new hires to maximum productivity, no matter how fast you expand. Whatever your geographical reach and however complex your hiring needs, we have modules that will allow your business to grow without multiplying the administrative burden on your HR team.

Automation is key to seamless collection of data from new employees, as well as providing them with information that will make them feel welcome and knowledgeable about the business, even before day 1. Looking ahead throughout the employee life cycle, we have included modules for crossboarding, when a member of staff changes roles, and offboarding when they leave your organisation.

Employment contracts can be issued using your company's own corporate template, with signatures collected using DocuSign. The crossboarding module can be triggered when an employee is changing their role, such as change of legal entity or position. Offboarding covers equipment collection, end-of-employment survey and exit interview when an employee leaves the company.

Everything is in place for smooth transitions into and out of your business, enhancing your reputation for excellence, garnering positive reviews and gaining an advantage over your competitors.

Want to get started? **Get in touch with our experts today.**