OpenText™ People Center Employee Onboarding Module

Earn new hire engagement with proactive information access and task completion

You just hired great talent to help your business innovate. Onboarding is the first step in the employee journey. So don't you want it to be engaging, not painful and bureaucratic? A modern workforce expects a modern onboarding experience.

Employee Onboarding Simplified

The optional Employee Onboarding module available with OpenText People Center makes it fast and efficient to exchange information with your new hires and electronically capture all of the necessary paperwork with minimal hassle. OpenText brings together all of the documents and HR processes from disparate content repositories and back-end systems in a simple, personalized web or mobile experience.

Efficient Processing for HR

As soon as a new hire accepts his or her offer, People Center Employee Onboarding initiates a set of onboarding tasks, which can vary depending on the job type and/ or region. Onboarding includes a number of document requests, which are streamlined through People Center Employee Onboarding.

As tasks are initiated and completed, HR and the hiring manager can track progress through their onboarding dashboard.

Guided Onboarding Experience for Employees

People Center Employee Onboarding provides a personalized experience for employees, accessible before their first day at work, to guide them from the moment they are hired. They can input their personal information, upload necessary documents and access help topics to assist them at each step in the way.
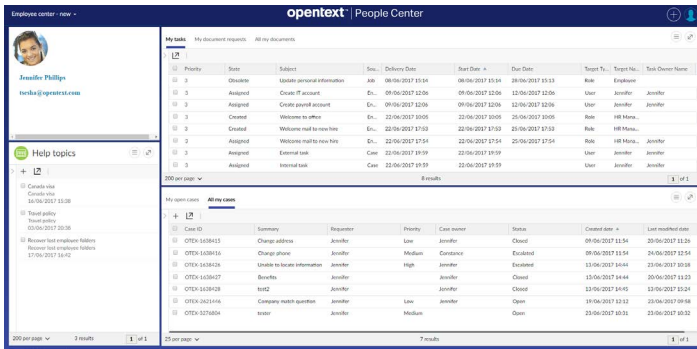
Behind the scenes, People Center integrates with relevant backend HR systems so that information stays synchronized.

BENEFITS

- *Provide a better employee experience throughout onboarding*
- *Centralize content and gain compliance with consistent access and practices across the employee base*
- *Gain visibility into onboarding activities*
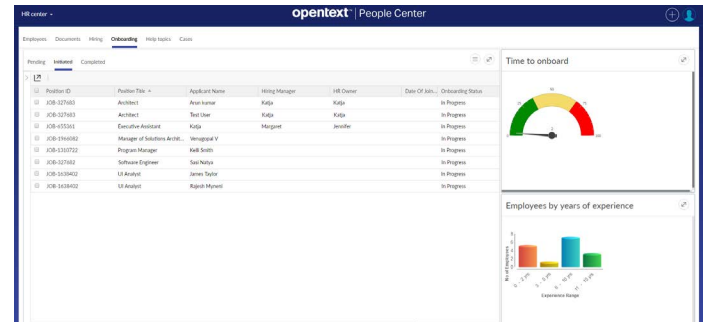- *Tailor processes to your business needs with easy customization*

PRODUCT SUMMARY

- *A personalized onboarding experience, guiding new hires on what they need to do to get started*
- *Electronic signatures to eliminate paper-based processes wherever possible*
- *Comprehensive access to relevant documents and policies*
- *Mobile support*
- *Advanced case management for resolving and tracking employee issues, with the ability to define guidelines and best next actions for HR*
- *Easy integration to a variety of HR systems in a shared services model*
- *KPIs and metrics to monitor onboarding processes*
- *Easy to configure and customize to your business with limited need for IT support*
- *Cloud application*

Reporting and Metrics

People Center Employee Onboarding includes reports that help HR track employee demographics, hiring metrics, document and help usage, HR caseloads, and case throughput.

Advanced Case Management for Proactive Support

If a new hire needs assistance, he or she can create a case within the onboarding application. HR team members capture all of the relevant information and can easily track cases to closure. If needed, they can bring in HR partners for specific business functions, sharing case information and discussions. And they benefit from guidance on the next best steps based on analysis of previous cases. Management can easily keep track of progress, escalate cases when needed and monitor case metrics.

Comprehensive Document Access for Control and Compliance

People Center Employee Onboarding taps into best-in-class enterprise content management capabilities for personalized document access. New hires access everything from the People Center screens; there is no need to go to a separate system. Document access is controlled by employee roles, ensuring that only the right people have access to the information and maintaining confidentiality. Furthermore, since HR is using the same system that new hires use, their view is always up to date. The organization has a single, real-time "source of truth" for information to which employees have access and to which HR references.

Cloud deployment

People Center Employee Onboarding is available through the OpenText Cloud, trusted by more than 64,000 customers to run business-critical processes and offering a global, scalable, and secure infrastructure with data centers in North America, Europe, and Asia. The OpenText Cloud supports flexible cloud models for public, private, or hybrid deployments.

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