

Paperless Onboarding For 2020 & Beyond



The Future Of Onboarding

Paperless Onboarding
for 2020 and beyond

Learn how you can create paperless &
virtual onboarding program for your new
hires!

MyJoining
Reinvent Onboarding

Introduction:

HR Trends 2020: Paperless Onboarding Program

Onboarding is a critical step in the workforce management process. However, when it is managed manually, it can be often overlooked or poorly handled. As a result, it can give your new hires a bad first impression. Worst of all, tons of paperwork, missed information, and busy managers can increase an employee's time to productivity.

With great talent comes great employee onboarding responsibility. Most HR managers wish they could use the same employee onboarding template for every new hire. However, there is no such thing as one-size-fits-all when it comes to employee onboarding. Each onboarding process is unique.

It's for these reasons why various industries have turned to a singular solution for clean, fast, and efficient new paperless onboarding. Irrespective of an organization's size or industry, all roads lead to one innovation: automated onboarding.

Define Paperless Onboarding

Paperless onboarding is the process of using employee onboarding framework or a unified HR management solution to speed up and streamline the process. These personalized onboarding framework take a fresh approach to onboarding and making it flexible, automatic, and personal by automating each and **every new hire documents such as New Joining form, EPF, ESI, Aadhar validation, all compliance check with easy e-signature functionality**. As a result, it improves employee engagement, reduces no-show rate and drop out ratio, and ensures process compliance.

Possibility of Transformation from Paper to Paperless Process

The real challenge is implementing an effective paperless onboarding process in the paper-heavy world of HR. However, if you plan ahead properly, you can make your onboarding process paperless in a short amount of time.

Since most onboarding tasks are a bit repetitive, the associated workflows lend themselves into automated processes. With advanced **onboarding software, digital onboarding forms, dynamic HR workflows, and cloud-based storage, the onboarding process can be processed without any paper.**

Some Common drawbacks of Traditional Onboarding:

Neglecting a candidate in the pre-onboarding and onboarding phase is one of the biggest mistakes an organization can make. Not only can it take a new hire's anxiety to a very high level, it can create doubts about whether they have made the right decision or not even before their onboarding has begun. The candidates have impressed during the interview and now it is your turn to do so!

1. Increased no-show rate

The acceptance of an offer letter is hardly a testament to whether they will be successfully onboarded or not! Candidates often leverage offer letters to negotiate with competitors or ask for a hike. Having minimal or zero interaction with them in the pre-onboarding phase can increase the no-show rate for your organization. This leads to lost staff time and frustration for the employees and managers who thought that the "new-hire" was going to show up.

2. Increased cost of Onboarding

Day 1 of onboarding is often spent on documentation and administrative paperwork. This takes up a significant chunk of the HR's time. All of the documents have to be manually maintained inside a file and there is no easy way to access these files. For any enterprise, these productivity and administrative costs can lead to a very intimidating number. This cost can be avoided.

3. Misalignment with role and organization

HR Professionals often bombard a new hire with information about the organization, its history, its leaders and policies on Day-1. New hires are not able to process this much information and get confused. They are also rigorously filling up forms when they would rather be engaged in activities such as team orientation and office tours. They have little clarity about their role and waste a significant proportion of their time on clearing their doubts when they could have been productive. An engaging pre-onboarding phase serves new hires well with their role and the organization before Day 1. A provision to interact with a team member, manager or HR can also go a long way in clearing all their confusions and queries.

4. Turnover in the first-few days of starting the job

20% of employee turnover happens in the first 45 days. Shocking but true. Organizations often make the mistake of not engaging employees at the early stages of joining. Acquainting them with the organization, their peers, and their role all plays a crucial role in their onboarding. The cost of turnover is very high and it is crucial that steps are taken in the pre-onboarding stage to prevent this problem.

Best practices of paperless onboarding

Using paperless onboarding platforms like MyJoining businesses can make employee onboarding a unified part of their talent management strategy. However, even with the best tool in the market, businesses can have trouble retrieving the ROI if they miss out to follow some best employee onboarding process

1. Revise procedures and policies to authorize paperless onboarding
2. Re-evaluate the list of stakeholders involved in the process
3. Review the existing onboarding process and eliminate redundant steps
4. Sketch out the final onboarding process flow
5. Create paperless onboarding templates and workflows with automation
6. Test it rigorously with the help of other business users
7. Arrange proper change management training to stakeholders
8. Implement the system, collect feedback from users, and keep improving the process

Benefits of a paperless onboarding process

Modern technology is rapidly changing employee expectations, and businesses need to keep up with those demands and reduce turnover. Paperless onboarding helps businesses fulfill those expectations.

The benefits of making onboarding paperless have been extolled numerous times: it saves time, reduces cost, ensures efficiency, and speeds up ramp time.

However here are a few more benefits of implementing a paperless employee onboarding software:

1. Digitize onboarding forms

With digital employee onboarding forms, HR professionals can create and manage onboarding documents, eliminate the need to print, scan, and manually key in confidential employee information.

Additionally, online onboarding forms increase accuracy and ensure consistency in the onboarding process. Using an all-in-one HR suite like HR Cloud, organizations can customize the onboarding form to fit their unique business needs.

2. Create dynamic onboarding workflows

Since the onboarding process is unique for every new hire, businesses need the option to design dynamic onboarding workflows that give every new hire memorable onboarding experience. These onboarding workflows act like onboarding checklists which guide the new hire through every step of the process to eventually become a productive team member.

MyJoining HR Cloud's onboarding module comes with a progress bar and automated notification to help stakeholders keep track of the process. Businesses can make the onboarding process compliant by enforcing business rules, setting conditions, and restricting visibility.

3. Integrate onboarding with other HR processes

Employee onboarding is not an isolated process. It is interconnected with other HR processes like training management, performance appraisals, employee self-service, and more.

Once an employee is onboarding, businesses can organize role-specific training, set short term performance goals, and allow employees to manage their profile. All these activities, will improve employee engagement and motivate them to stay for the long haul.

Some HR platforms like HR Cloud offers businesses the means to integrate with third-party systems of their choice. Its built-in connect makes the process of integrating with a third-party application as easy as installing a social network app.

4. Access everything through a single onboarding platform

One of the best things about paperless onboarding is the process of visibility it offers. The dashboard in HR tools allows process administrators like HR leaders to view processes in real-time, reassign tasks, measure the processing speed, and identify pain points, and so on.

They can even get a clear picture of where a process is stalled and who is responsible for it. This ensures transparency and encourages accountability in a team. Powerful features like these help your HR department transform from just another overworked team to an innovative workspace.

Go paperless today

Paperless onboarding fulfills the strategic aspects of onboarding such as engagement and orientation without compromising tactical aspects compliance and integration with other tools. The end-to-end automation of onboarding process makes employees happy and delivers better business results.

MyJoining HR Cloud's built-in onboarding module provides businesses the ultimate employee onboarding platform to fulfill the expectations of their modern workforce. It helps organizations turn new hires into productive employees in no time at all. If you're on the

lookout for a powerful onboarding module, sign-up for a free trial and see how silky smooth onboarding can be.

How MyJoining can help?

MyJoining is an HR Automation platform that creates a comprehensive employee experience for the new hire, from the time of acceptance of the offer letter to the end of the onboarding phase. It considers all different aspects of employee onboarding and focuses on the following KPIs to help HR Leaders get the best out of their time, efforts and personnel. The KPIs are:

- 1) Cost of Onboarding an employee
- 2) Employee Productivity
- 3) Employee Experience
- 4) No-show rate
- 5) Employee Retention
- 6) Employer Branding

You can download the ROI Calculator to check the return on investment your organization can achieve by digitizing HR Onboarding with MyJoining.

















Leverage the Best Practices in Onboarding to nurture new hires into lasting employees. – [Request A Demo](#)

 Joining Countdown	 Company's Vision & Mission
 Background Verification	 Joining Checklist
 GPRS to guide you to office location	 Gamification for tasks and reward mechanism
 Social Networking	 Chatbot and Mass Notification
 Meet Your Leaders	 Form Filling & Documentation
 Job Description	 Functionality Tour
 Job Awareness Checklist	 Helpdesk

Onboarding

 30-60-90 Days	 Employee Referral
 Appointment Letter	 Onboarding Feedback
 My Benefits	 Training Videos
 FAQs	 New Hire Checklist
 Asset Management	 Generation of Induction Plan
 Virtual Tour	 Company's Policies
 Career Road Map	 Key People Info
 Assign Mentor	 Check My Seat Details

HR Dashboard:

 Upload Candidate List	 Employee Referral
 Appointment Letter	 Background Check
 Upload Content	 HR Dashboards
 FAQs	 New Hire Checklist
 Asset Allocation	 Induction Plan
 Virtual Tour	 NH Communication
 Feedback	 Survey
 Mentor/Buddy	 Task List

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Already feel confident? [Request A Demo](#). No questions asked.

www.myjoining.com



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new hires from organizations like IGT Solutions, TAJ Hotels, Hitachi, TVS, Lear
Corporation, Alchemy, NOKIA, Hero etc.
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