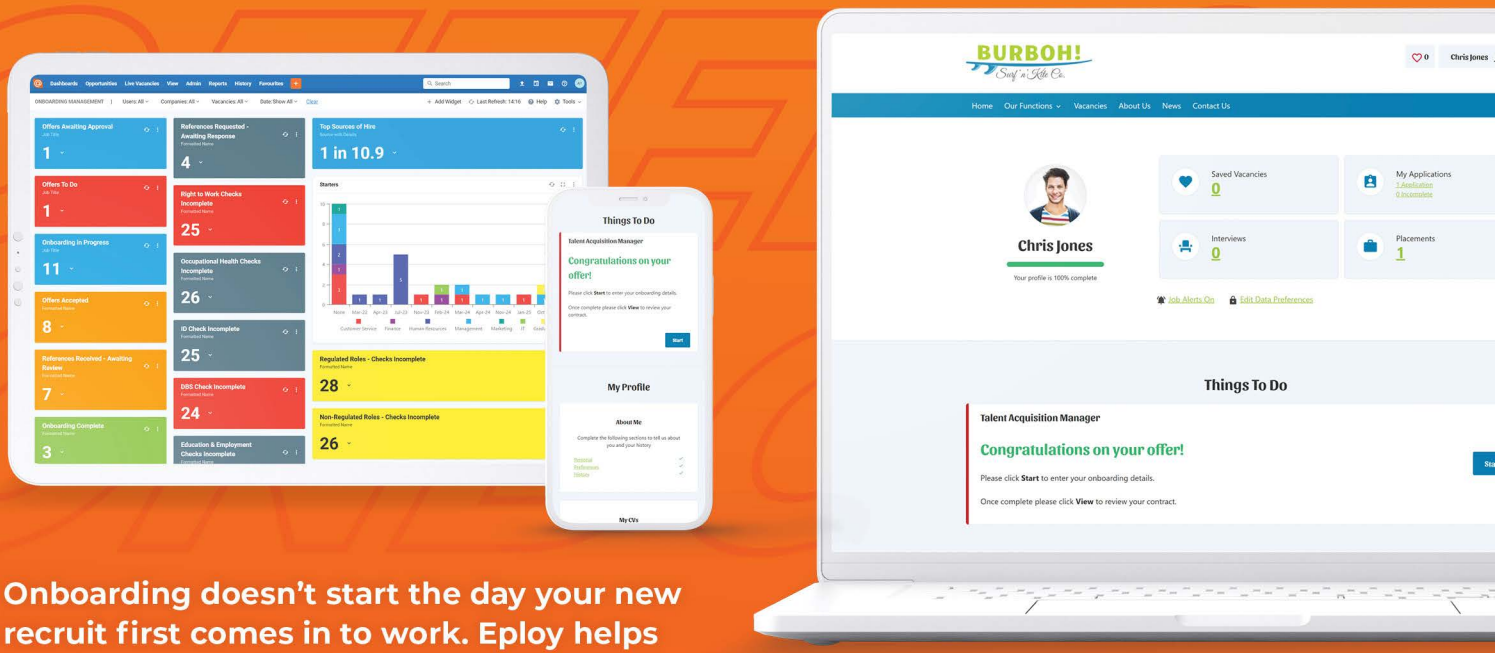
eploy

OFFERS & ONBOARDING

SUCCESSFULLY ONBOARD YOUR NEW HIRES

STREAMLINE THE JOURNEY FROM OFFER TO ONBOARDING A SUCCESSFUL CANDIDATE



Onboarding doesn't start the day your new recruit first comes in to work. Eploy helps keep your new hires' warm' before they start and ensures they're ready for their first day.

Configurable Onboarding Processes

With Eploy's groundbreaking Flows technology, you're free to create, adapt and improve your onboarding processes through an intuitive visual process flow builder. Create different process flows for specific vacancies and candidate types - such as internal, external and returning hires.

Streamline your reference collection

Ensuring recruiters request and collect appropriate new hire references can be time-consuming. With Eploy Onboarding, it couldn't be simpler. First, candidates can enter reference details through the Candidate Portal; next, Eploy automatically emails referees and alerts candidates if referees fail to respond.

New starter information collection

Whatever info you need to bring a new hire on board - bank details, medical history and more - Eploy Onboarding is entirely customisable to request and collect vital candidate information, ensuring compliance and improving recruiter efficiency.

Offer acceptance & e-Signatures

Eploy Onboarding manages your entire offer acceptance process online. You can ensure NDA's are signed, Employee Handbooks read, whatever you need to audit - Eploy manages it. And with electronic signatures, you can speed up your process, so there's no more paper-chasing!

Reduce No-shows
Keep new hires warm before their first day

Ensure Compliance
Collect new hire info online via your careers portal

Auto References
Electronic reference requests and collection

Online Offers
Manage your offer documentation online including e-signing

E-signatures
Built-in e-signatures saves time & money

HRIS Integration
API & Exports for new hire HRIS integration

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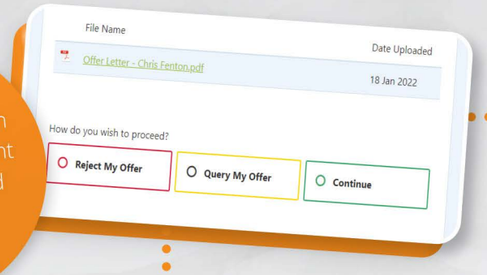
OFFERS & ONBOARDING

Online offers with complete document management and acceptance.



Rich content Include video and other rich media throughout the process.

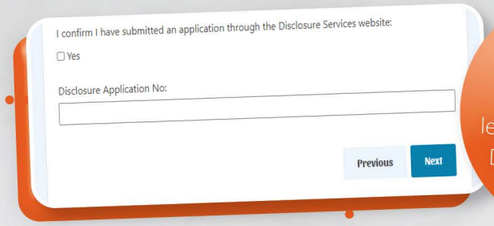
Offer Management

Digital offer management that ensures compliance, improves offer acceptance rates and delivers a seamless candidate experience.

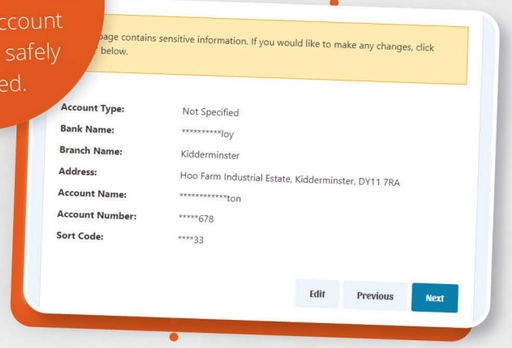
New Hire Onboarding

Capture everything you need from your new hires and communicate your policies, teams and more with Eploy's completely configurable Onboarding platform.

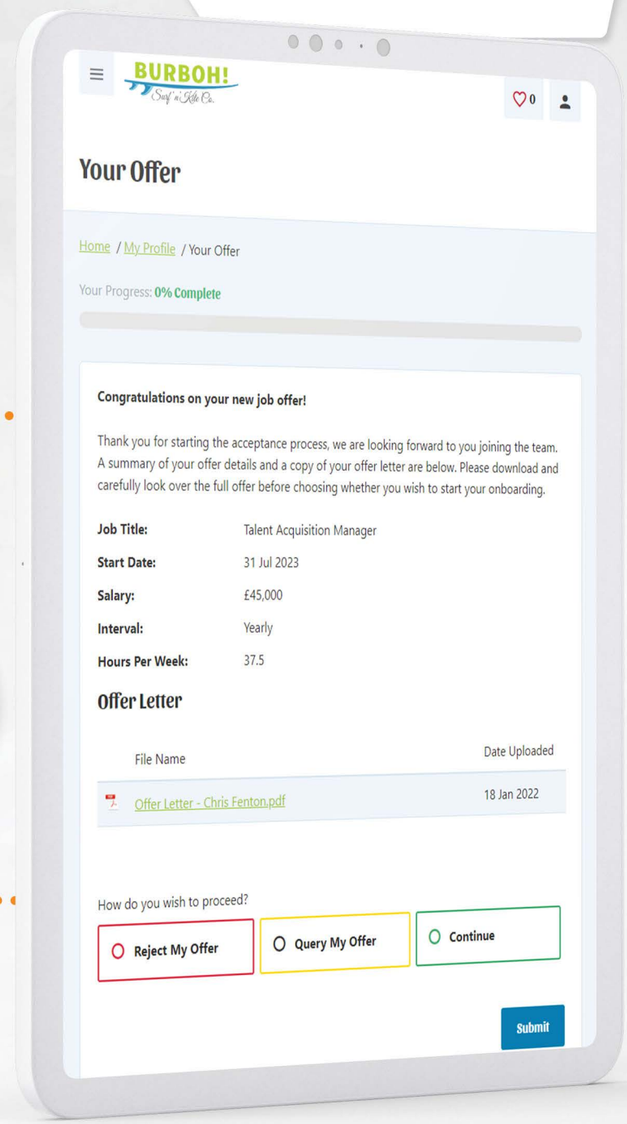
Background checking integrations with leading providers for DBS, Right to Work and more.

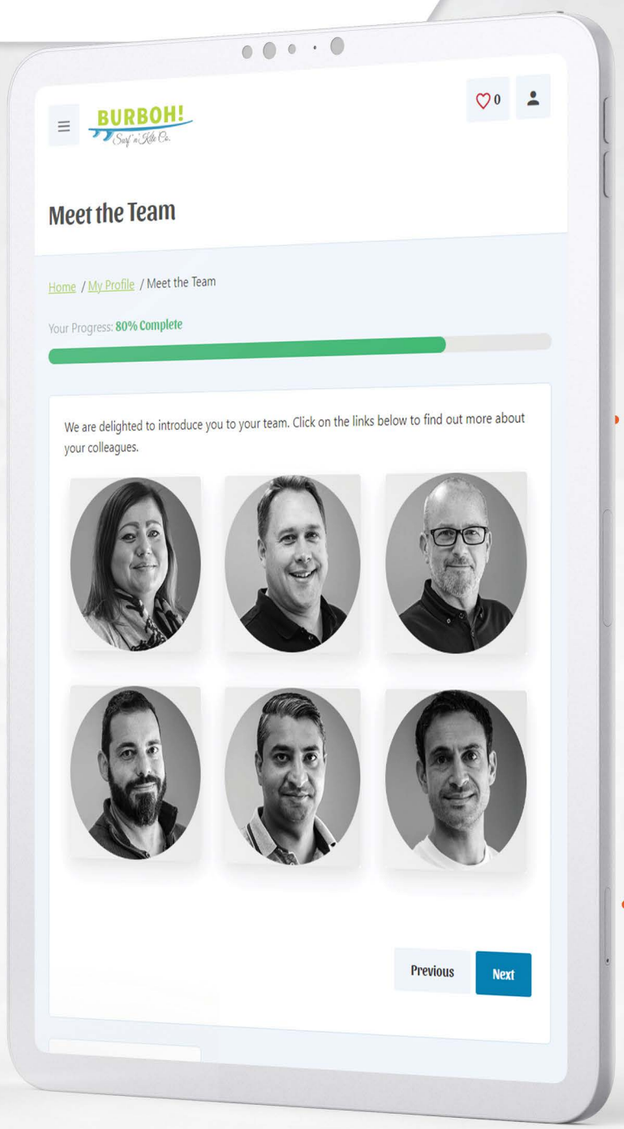


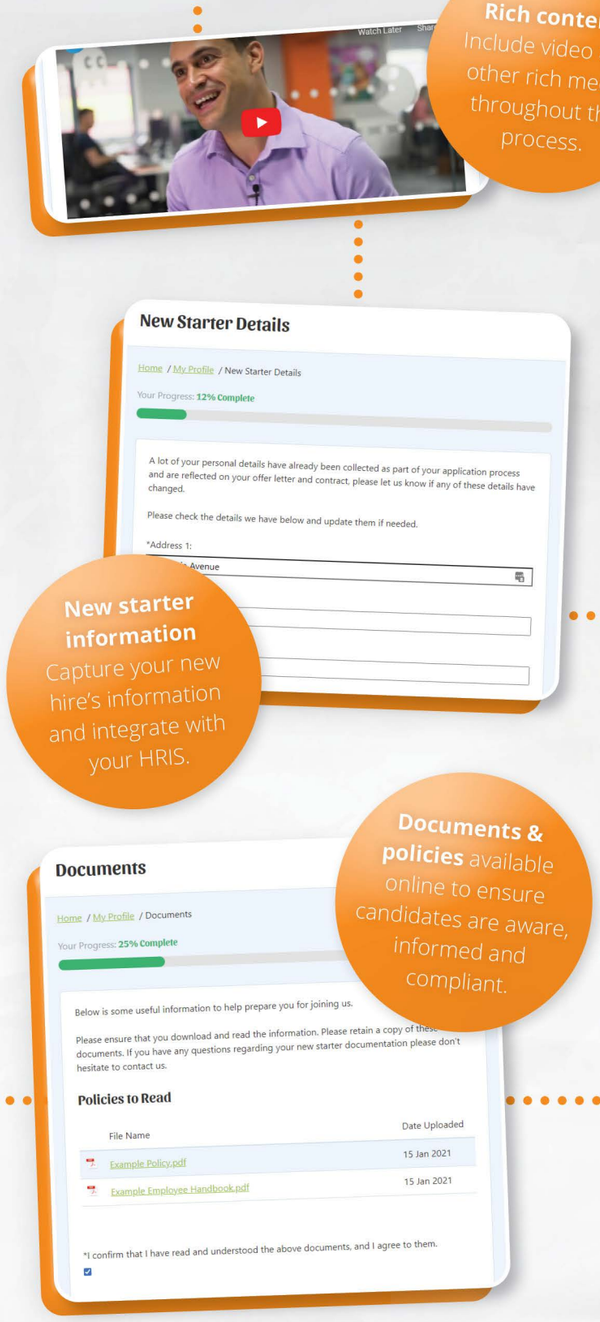
Secure data collection ensures sensitive information like bank account details are safely captured.



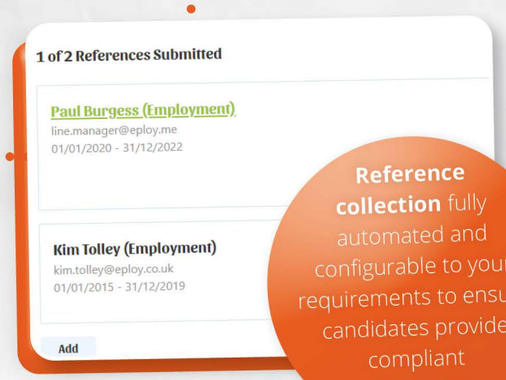
New starter information Capture your new hire's information and integrate with your HRIS.



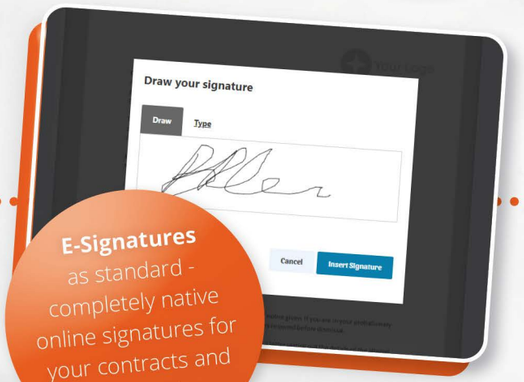




Documents & policies available online to ensure candidates are aware, informed and compliant.

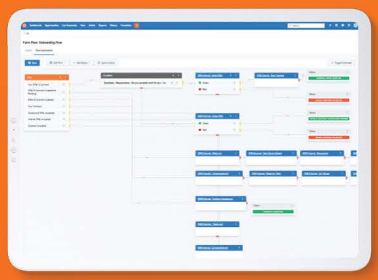


Reference collection fully automated and configurable to your requirements to ensure candidates provide compliant references.



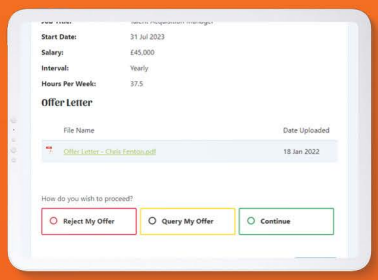
E-Signatures as standard - completely native online signatures for your contracts and documents.

OFFERS & ONBOARDING: FEATURES



Workflow Management

- Create and edit new joiner forms
- Secure data collection
- Visual onboarding process flows builder
- Offer approval workflow management
- Personalised onboarding journeys



Offer Management

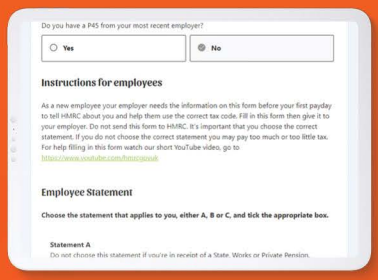
- Customisable offer management process
- Step-by-step new hire information collection
- Save progress & continue later
- Fully mobile responsive, web-based onboarding portal
- Ensures all information is collected and compliance checked prior to offer acceptance

Reference Collection

- Request candidates to submit referee information online, including proof of consent
- Automatic communications with referees
- References submitted online using simple web forms
- Referees can decline or upload their standard reference forms
- Auto-alert candidates when references not completed
- Request additional referees if required

E-Signatures & Contracts

- Enable offer acceptance and contract signing online
- Downloadable contract packs
- Electronic Signatures
- Secure login via email address/password to access document requiring signature
- E-Signature including typewritten and handwritten representations, compliant with UK legislation
- Time and date stamping
- Unique reference for each signed document



Compliance & New Starters

- Collect new join information via web forms and document uploads
- Customisable to capture the information you require
- Built-in Document Editor for creating and managing document templates
- Examples: bank details, pension & life assurance, dissemination and acceptance of policies & employee handbooks

TERMS OF SERVICE

Onboarding is an optional set of functionality for Eploy powered careers sites and candidate portals. Onboarding typically requires customisation and configuration to ensure compliance with your business processes, your Eploy representative will help you fully define your requirements and provide you with a tailored proposal.

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