

Increase Efficiency in Hiring and Onboarding

The global pandemic saw HR and recruiting teams forced to transition entire workforces to remote work and adapt to new hiring and onboarding practices. But the truth is, there will always be forces shifting the workforce and economy, whether it's a pandemic, tumultuous political events or something else, and HR must stay ahead of these changes. No easy task given the complexity and in-person nature of the typical hiring and onboarding process. With the DocuSign Agreement Cloud, HR teams can create a digital hiring and onboarding process that increases efficiencies, modernizes the overall experience and improves accuracy—allowing them to stay ahead of competition and hire top talent.

Support a global, mobile workforce

Supporting a global, mobile workforce makes good business sense. Some portion of your workforce will always want to work remotely. Then there's the cost savings: work-from-home initiatives are expected to save U.S. employers \$30B per day.¹ Equally important, automating the hiring and onboarding processes lightens your talent and recruitment team's load, making them more efficient and agile.

Modernize your employee and candidate experience

Only 12% of employees strongly agree² that their organization does a great job onboarding new employees. Onboarding a new employee is also labor intensive, accounting for 95% of the cost. So, creating a modern signing experience that reaches employees and candidates where they are increases satisfaction while lowering costs.

Ensure complete accuracy and simplify compliance

In today's increasingly regulated business environment, it's critical for HR to demonstrate compliance with new hire identification checks, security checkoffs, audits and other key activities. And when it comes to non-regulated procedures, mistakes in paperwork can be costly. Consistent templates and automated processes reduce errors, ensure employees complete required actions and sign necessary forms, and help maintain compliance.

Improve operational efficiencies

Traditionally, new hire onboarding is a very manual, paper-intensive process that involves multiple stakeholders. If you consider that 62% of HR departments process 500+ agreements every month and that processing those agreements can take over 25% of an HR professional's time,³ there's an incredible time-savings opportunity with a fully automated system. That's even more true if that system connects to your existing HCM, ERP and ATS platforms.

Results

80%

reduction in turnaround time for offer letters

\$50

average savings for every job offer extended

“DocuSign has changed the way we recruit and hire employees. At this point, the team can't believe that we used to manage hiring by sending everything out on paper.”

Summer Ford

Senior Director of Recruiting Operations
Salesforce

¹ Work at Home After Covid-19—Our Forecast, Global Workplace Analytics.

² 10 Employee Onboarding Statistics You Must Know in 2021, Sapling, January 2021.

³ A commissioned study by Forrester Consulting on behalf of DocuSign, January 2020.

The DocuSign Agreement Cloud for Digital Hiring and Onboarding

Today's workforce has grown up in a digital world, and they expect mobile, connected experiences. Printing, signing, scanning or physically returning paperwork such as offer letters, releases for background checks and employee handbook acknowledgements is a hassle and reinforces the perception that your company is outdated. The DocuSign Agreement Cloud for Hiring and Onboarding offers a simpler, digital-friendly hiring experience, enabling candidates and employees to sign all paperwork wherever they are, on whatever device they prefer.

eSignature

Send and capture signatures for employee agreements in minutes with beautiful mobile forms that work on virtually any device while maintaining a complete audit trail.

PowerForms

Automate the employee signing process by generating and embedding self-service forms, capture signatures and data from anyone (even if they don't have a DocuSign account), reduce document preparation time, and pull collected data into your existing applications effortlessly.

Bulk Send

Easily import a .CSV file with your list of contacts and send one-to-many employee agreements to multiple recipients at the same time, thus eliminating the need to create and send separate envelopes.

SMS Delivery

Instantly reach candidates and employees on their mobile devices with real-time updates by sending SMS notifications in 180+ countries and linking directly to contracts within the notifications, so they can sign important documents from their phone wherever they are.

CLM

Manage the full hiring and onboarding process for complex employment agreements from automated generation and real-time negotiation to drag-and-drop workflows and powerful search.

Integrations

Easily embed DocuSign into your existing tools with 350+ pre-built integrations, like Workday, SAP SuccessFactors, Oracle HCM, Greenhouse and many more.

Learn more about how the DocuSign Agreement Cloud can help your HR team.

Use cases

Recruiting

- Offer letters
- Non-disclosure agreements
- Background check consents

Onboarding

- W-4 and state tax forms
- I-9 forms
- Handbook acknowledgements
- Payroll forms
- Equipment requisitions

Compensation

- Bonuses
- Sales and variable compensation
- Stock agreements
- Relocation agreements

Benefits

- Benefit summary plan descriptions
- Contracts
- Required annual notices

HR admin

- Contractor agreements
- ACA documentation
- Role changes
- Security and training materials
- Annual policy updates

Performance management

- Performance evaluations and improvement plans
- Goal documentation

Off-boarding

- Termination certificates
- Stock and severance notifications



DocuSign Agreement Cloud

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 750,000 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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