



Save 80% of  
your onboarding  
costs and enhance  
your employer  
brand

# A GREAT FIRST IMPRESSION

Start your new recruits the right way with Onboarding solutions from Affirm Software Group

## **CREATE EFFICIENCIES**

Powerful employment contract construction and reviews, ensuring you secure first choice candidates quickly.

## **REDUCE COMPLIANCE RISKS**

Ensures all forms and policies are approved securely online before Day One.

## **DAY ONE READINESS**

Automatically informs multiple Departments in preparation for Day One readiness.



# WEB BASED ONBOARDING

## A STRAIGHTFORWARD BUSINESS CASE

Imagine eliminating 80% of your manual onboarding costs, whilst also improving engagement with your new hires.



Our efficient web based onboarding solution allows you to quickly construct and issue personalised employment contracts, forms and policy documents to new hires. It enables them to be reviewed and approved, so they can be quickly issued.

Your candidates login securely to their personalised portal to review and approve their employment contract, complete and accept important forms and policies online using mobile PIN security.

The system allows you to include marketing brochures, welcome packs and corporate videos to reinforce your culture and business before they start. The system then alerts relevant Departments such as IT and Payroll for Day One readiness.

## REDUCE ATTRITION AND COMPLIANCE RISKS

- Enables all contracts to be quickly created, reviewed and issued electronically
- Allows new hires to accept employment contracts, forms and policies securely online
- Reinforces your brand by promoting your values, culture and goals via a secure candidate portal
- Enables candidates to access their onboarding pack instantly via browsers, tablets or smartphones
- Significantly reduces paper usage in line with 'going green' initiatives
- Improves communication and productivity due to all Departments being Day One ready.

# EASY TO USE & INTUITIVE

Our solution creates significant efficiencies for your HR team and selected candidate.

Affirm's onboarding solution commences after a person has been selected through your recruitment process. It allows you to create your employment contract and onboarding packs, and have everything approved and sent electronically.

Your candidate receives a text and email to login to their secure, personalised portal. Their portal can include videos, corporate or marketing information, their letter of offer, forms and policies to review and approve online. Once accepted, all relevant Departments are notified for Day One readiness.



## **CONTRACT CONSTRUCTION & REVIEWS**

### **Highly configurable employment contract creation**

In consultation, your employment contracts are analysed and dissected into multiple contracts and separate clauses. This enables you to insert relevant clauses to build personalised contracts quickly

### **Document control**

Based on your initial data entered about a specific candidate, the solution dynamically inserts or removes specific clauses as your employment contracts are built

### **Multiple reviewers**

Once the employment contract is completed, you can send for multiple reviews and approvals before being issued to the candidate

## **ACCEPTANCE & EFORMS**

### **Personalised candidate portal**

The candidate's personalised portal allows you to customise the information displayed to each candidate. This can include personalised welcome text, corporate videos, brochures and specific job details

### **eForms with instant validations**

Intelligent online forms capture all candidate's data. All common fields are entered once, which populates data onto multiple forms. Validation rules are built-in to ensure forms are completed accurately

### **Digital signature approvals**

Candidates can complete and accept all employment forms, policies and contracts online. A digital validation step via your mobile phone provides additional security

## **DAY ONE READINESS & INTEGRATION**

### **Security**

Unique processing satisfies privacy handling of information such as tax file numbers

### **Day One readiness**

The system notifies all stakeholders about the new starter, including providing relevant set up information to IT and Payroll to ensure Day One readiness

### **Systems integration**

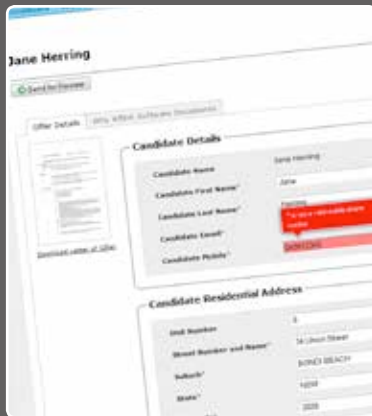
We have successfully integrated with recruitment and HRIS systems, and can integrate with most systems using an open API

# HOW IT WORKS



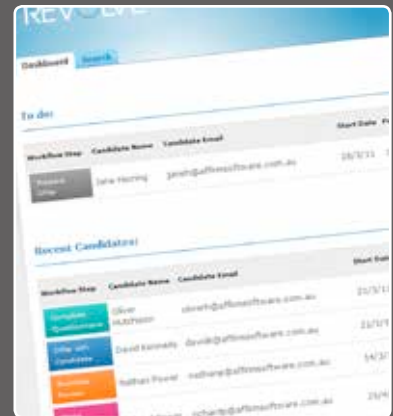
## DIGITAL ACCEPTANCE

Once a candidate is happy to formally accept their employment contract, onboarding forms and policy documents, the system includes an additional digital security validation step. The system also provides a full audit trail of the offer and acceptance.



## CONTRACT ASSEMBLY

This shows how the contract is assembled. The HR Manager adds in known fields to prepare the contract and all relevant forms, policy documents and documents specific to that candidate. Once completed, it is sent for review and approvals.



## HR DASHBOARD

The HR Manager's dashboard provides a quick progress snapshot for each candidate being onboarded. From the dashboard, the HR Manager can create new candidates and onboarding packs.

Contact Affirm Software for more information about our software and services.



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