




## HR Onboarding Wizard

CEM's Onboarding wizard speeds up the induction process even before the first day of work. The candidate can start his induction into the new company with the new hire portal as it will handle vital information such as I-9, W-4, and direct deposit forms. Additionally, onboarding tasks trigger automated workflows for setting up the email, access card, workspace, parking, access to internal systems & induction content. Through the wizard you will be able to set deadlines, goal dates, assign managers and introduce team members to the new hire.

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## Challenges

- Handling personal transition and relocation
- Lack of role clarity
- Process Orientation
- Challenges with expectations and results
- New hire training & Assets allocation
- Coordination between the manager and new hire
- Navigating the culture



## Solutions

- Convert an applicant into an employee
- Step by step process that prevents a user from missing critical fields
- Track all the necessary steps in the onboarding process
- Configurable workflows for onboarding activities





## Features

- The new hire receives an email authentication link to access the Onboarding Wizard
- The new hire completes information including the I9 , W4 and direct deposit using the link.
- The employee reviews and confirms all the information before submission
- The HR generalist can verify the information entered and then enter additional information like salary and tax codes
- Auto-generated emails are sent to HR and supervisors to keep them updated about the new hire's progress
- Can be integrated to Third party Applicant tracking systems
- Workflows can be configured for the onboarding tasks and activities.



## Benefits

- Easy Transition
- Configurable Workflow
- Biometrics Integration
- Stress free joining process
- Effective communication

