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SEE IMPOSSIBLE

27% of organizations have suffered a loss of business due to poor content management practices.*

How efficient is your onboarding and content management process for new employees?

Human Resources Onboarding

Business Processes

Solved.

SIMPLIFY YOUR NEW-HIRE ONBOARDING PROCESS FROM START TO FINISH

Bringing top talent into your organization is critical to your continued business success. Onboarding new employees requires collecting sensitive information in various formats and securely distributing it through to departments and managers in a timely manner. Ensure that you have a fast and efficient Human Resources (HR) Onboarding process from start to finish.

22% of businesses

cite inflexible processes as hampering business re-organization.*

TYPICAL HR ONBOARDING CHALLENGES

- Information from multiple formats such as PDFs, electronic forms, e-mails, and hard-copy documents must be entered manually into internal systems.

- Sensitive information like social security numbers, banking information, and remuneration details must be kept confidential and stored securely.

- Information arrives at different times, but must be completed before the employee can be hired.

- A slow onboarding process can leave high-caliber candidates open to faster-moving companies seeking top talent.

CONSEQUENCES OF A CHAOTIC PROCESS

- If an organization's onboarding process is cumbersome and chaotic, applicants may reconsider their decision to join the company.

- Reduced employee productivity due to searching files for required information and manually inputting the data into internal systems.

- Data security policies may be circumvented as employees pass along sensitive information to coworkers through e-mails, photocopies, and voice messages.

- There may be no way to track who accessed the documentation, who edited the information, or who sent sensitive data to whom.

40% of organizations would take a financial hit from a compliance breach.**

* AIIM Industry Watch 2011
** AIIM 2012 – Capitalizing on Content

Let Canon's combination of specialized software technology, software architects, and solution engineers help you increase the efficiency of your HR Onboarding process.
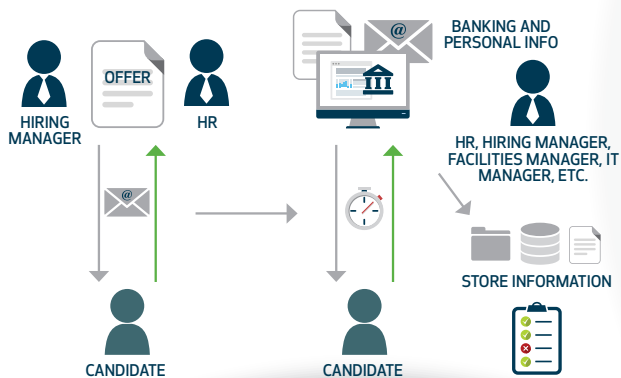
PUT EXPERIENCE TO WORK FOR YOU

Creating a more efficient HR Onboarding process requires experience in all facets of information management—creation, storage, retrieval, and security. Canon's team of professionals works with organizations like yours every day to help optimize the flow of business-critical information.

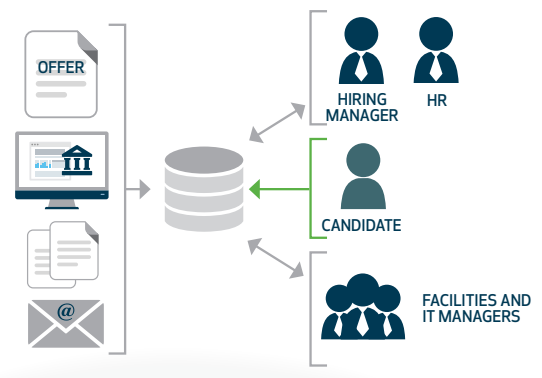## SAMPLE HR ONBOARDING FROM OFFER ACCEPTANCE THROUGH COMPLETED HIRE

1 Step 1: Map Out Current Workflow System

OFFER
HIRING MANAGER
HR
CANDIDATE
CANDIDATE
BANKING AND PERSONAL INFO
HR, HIRING MANAGER, FACILITIES MANAGER, IT MANAGER, ETC.
STORE INFORMATION

2 Step 2: Prescribe New Workflow Process and Identify Tools

OFFER
HIRING MANAGER
HR
CANDIDATE
FACILITIES AND IT MANAGERS

3 Step 3: Build

OFFER
HIRING MANAGER
HR
FACILITIES AND IT MANAGERS

Work with various departments to implement workflow changes and ensure adoption.

4 Step 4: Review and Change

OFFER
HIRING MANAGER
HR
CANDIDATE
FACILITIES AND IT MANAGERS

Periodic review to ensure compliance with the new workflow.

EXCLUSIVE CANON SOFTWARE SOLUTIONS FOR ONBOARDING OPTIMIZATION

Therefore

An information management and workflow software that connects people, processes, and information.

uniFLOW

An open platform for all print, scan, and document management processes.

imageRUNNER ADVANCE Desktop

Software that let's you easily collaborate, manage, and publish documents on a single platform.

A MORE SYSTEMATIC HR ONBOARDING PROCESS BENEFITS ALL

TYPICAL BENEFITS OF A STREAMLINED HR ONBOARDING PROCESS

- Faster response times to managers and candidate
- Reduced time required by staff to input HR data
- Improved visibility on the status of a hiring requisition
- Reduced risk of sensitive HR data being accessed by other employees
- A consistent and repeatable process that conforms to your data retention policies and procedures
- Securely share pertinent information with the departments that need to know who, when, and where in order to prepare for the new-hire

Once you've targeted a potential new employee to hire, time is of the essence. Delays could potentially cause the candidate to choose another company. Incomplete data jeopardizes compliancy issues, and it's essential that sensitive data remains confidential. Let Canon help you design and implement a more streamlined HR Onboarding process for your business.

Business Processes for HR Onboarding.

Solved.

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