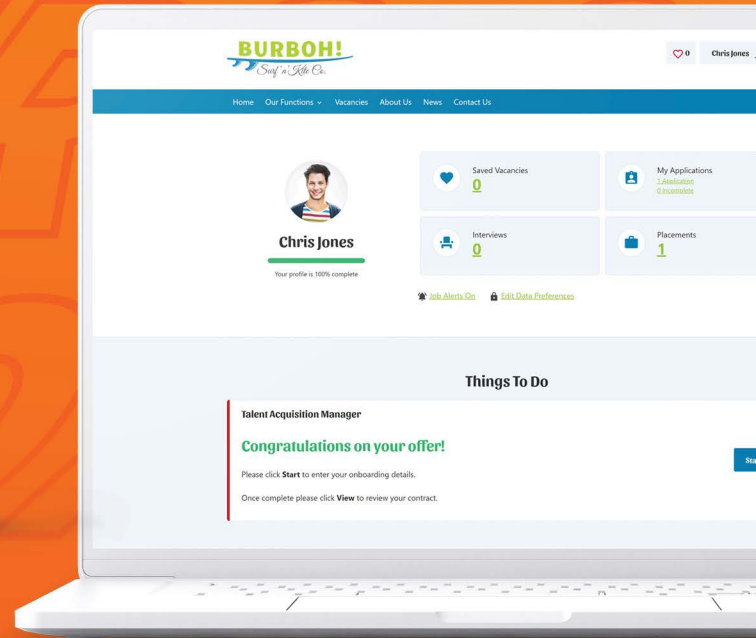
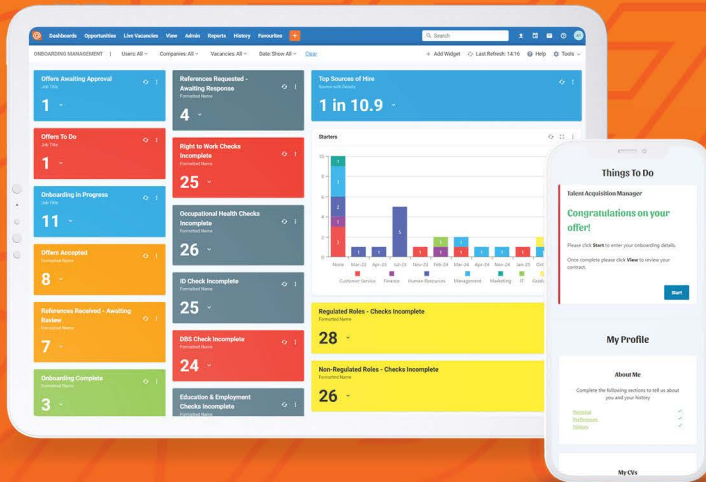




OFFERS & ONBOARDING

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

OFFER ONBOARDING

Online offers with complete document management and acceptance.

File Name	Date Uploaded
Offer Letter - Chris Fenton.pdf	18 Jan 2022

How do you wish to proceed?

☐ Reject My Offer
 ☐ Query My Offer
 ☐ Continue

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 starter information

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

New Starter Details

[Home](#) / [My Profile](#) / New Starter Details

Your Progress: **12% Complete**

A lot of your personal details have already been collected as part of your application process and are reflected on your offer letter and contract, please let us know if any of these details have changed.

Please check the details we have below and update them if needed.

*Address 1:

_____ Avenue _____

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

Documents

[Home](#) / [My Profile](#) / Documents

Your Progress: **25% Complete**

Below is some useful information to help prepare you for joining us.

Please ensure that you download and read the information. Please retain a copy of these documents. If you have any questions regarding your new starter documentation please don't hesitate to contact us.

Policies to Read

File Name	Date Uploaded
Example Policy.pdf	15 Jan 2021
Example Employee Handbook.pdf	15 Jan 2021

*I confirm that I have read and understood the above documents, and I agree to them.

☒

Your Offer

[Home](#) / [My Profile](#) / Your Offer

Your Progress: **0% Complete**

Congratulations on your new job offer!

Thank you for starting the acceptance process, we are looking forward to you joining the team. A summary of your offer details and a copy of your offer letter are below. Please download and carefully look over the full offer before choosing whether you wish to start your onboarding.

Job Title:	Talent Acquisition Manager
Start Date:	31 Jul 2023
Salary:	£45,000
Interval:	Yearly
Hours Per Week:	37.5

Offer Letter

File Name	Date Uploaded
Offer Letter - Chris Fenton.pdf	18 Jan 2022

How do you wish to proceed?

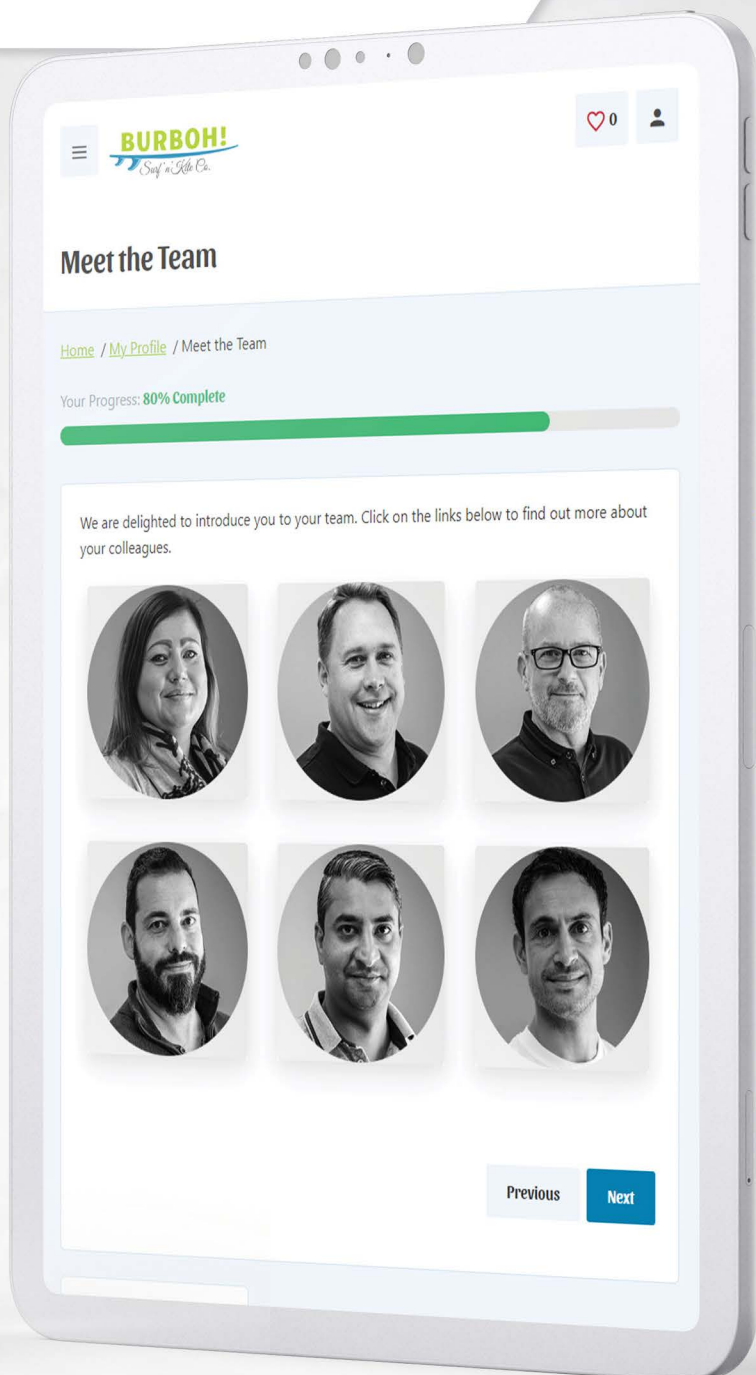
☐ Reject My Offer
 ☐ Query My Offer
 ☐ Continue

Submit

Eploy ERS & BOARDING

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.



I confirm I have submitted an application through the Disclosure Services website:
☐ Yes

Disclosure Application No:

Previous

Next

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.

Page contains sensitive information. If you would like to make any changes, click below.

Account Type: Not Specified
Bank Name: *****loy
Branch Name: Kidderminster
Address: Hoo Farm Industrial Estate, Kidderminster, DY11 7RA
Account Name: *****ton
Account Number: *****678
Sort Code: *****33

Edit

Previous

Next

1 of 2 References Submitted

Paul Burgess (Employment)

line.manager@eploy.me
01/01/2020 - 31/12/2022

Kim Tolley (Employment)

kim.tolley@eploy.co.uk
01/01/2015 - 31/12/2019

Add

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.

Draw your signature

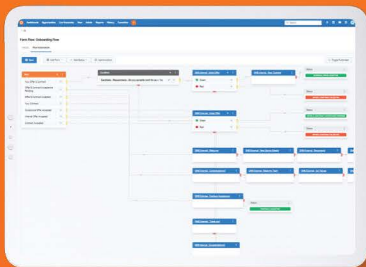
Draw

Type

Cancel

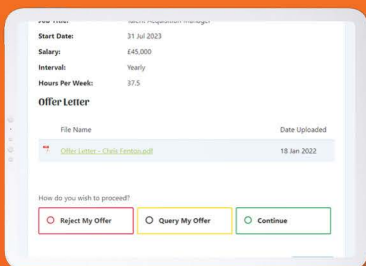
Insert Signature

OFFERS & ONBOARDING: FEATURES



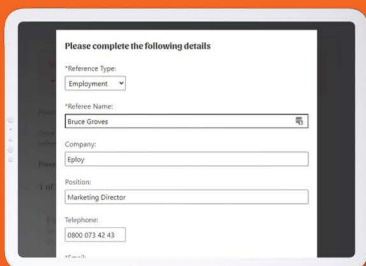
Workflow Management

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



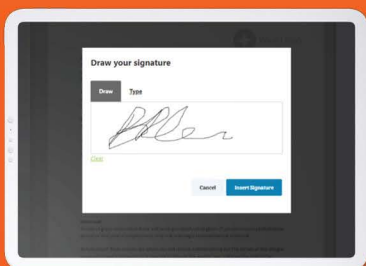
Offer Management

- 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



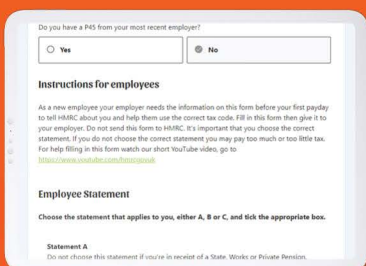
Reference Collection

- 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.