

The Digital HR Guide

TRANSFORM THE WAY YOU HIRE

Remove paper from all your agreements to
recruit, onboard, and train top talent faster

Paperwork Hinders HR Work

HR is the lifeblood of an organization. However, inefficient paper-based processes are making your department anemic, leading to onboarding delays, unnecessary costs, and valuable staff time being wasted.

It begins with printing, scanning, and mailing new hire documents and continues with endlessly waiting for them to be returned. Then there's the ongoing distribution of employee forms that must be physically signed, putting a crimp in productivity. In short, paperwork impedes everyone's work.

\$41.49 SAVED
FOR EVERY CANDIDATE
OFFER LETTER

(Intellicap Research, 2015)

"THINK DIFFERENTLY"

Paper-based transactions are:



OUTDATED

- Too many man-hours
- Too many mistakes



SLOW

- Tracking down approvals
- Waiting for signatures



COSTLY

- Printing + Faxing
- Mailing + Overnighting

Kickstart Your HR Processes

Stacks of paper get your processes off track. Candidates are put off by innumerable (and insufferable) recruiting and onboarding steps. During maintenance, you're burdened with limited visibility into employee data and manually routing documents for compliance. Meanwhile, offboarding is riddled with issues, such as lost time that could be used to train successors plus incomplete audit trails.

The cure for common HR pain points is going digital. Everything from streamlined operations to accelerated hiring via mobile is dutifully delivered—reducing mundane tasks, costs, and delays. What's more, the user experience is substantially improved.

HR PAIN POINTS




DocuSign was the most cost-effective option and matched our requirements perfectly, such as meeting compliance standards.”

PATRICIA POHL
Operations Manager, Eden Brown

Speed Time to Hiring with DocuSign

Now that you’re aware of digital’s powers, you’ll appreciate how DocuSign can power HR. Complete approvals and transactions lightning fast by automating and streamlining business-critical workflows using DocuSign’s pre-built integrations or APIs. Even better, they connect to the systems you already use. Not only is implementation and management a snap but widespread adoption is immediate.

HERE ARE JUST SOME OF THE BOUNTIFUL BENEFITS:



SAVE TIME

Agreements can be signed in minutes via eSignature—anytime, anywhere, and on any device.



REDUCE COSTS

No more printing, faxing, and mailing.



INCREASE VISIBILITY

Locate where each employee document is to determine who has yet to complete it.

“

DocuSign has solved the headache of getting employee documents completed and signed. Now the entire process is fast and easy for us.”

CARY ROBUCK
HR, Orscheln

Unlimited Use Cases

DocuSign is notable for being applicable across the board in HR. You'll find that the below use cases make the case quite convincingly.

NEW HIRE PAPERWORK

Streamline everything from I-9 verification to benefits forms.

CANDIDATE NDAS

Get NDAs signed digitally in advance or in person, improving recruiting workflows.

EMPLOYEE POLICY DISTRIBUTION

Keep employees worldwide up-to-date on policies and obtain electronic OKs for compliance.

CONTRACTOR AGREEMENTS

Receive signed contractor agreements and forms—before the work starts.

PTO MANAGEMENT

Gather signed PTO forms quickly then upload data into your systems for easy management.



“

Using DocuSign, we're putting Nevadans to work faster, making government more user-friendly, and increasing transparency and efficiency.”

TERESA SCHLAFFER
Business Process Analyst

**46% OF
RESPONDENTS
BELIEVE REMOVING
PAPER FROM BUSINESS
PROCESSES WILL
HAVE THE BIGGEST
IMPACT ON EMPLOYEE
PRODUCTIVITY.**

(AIIM Market Intelligence, "Paper Wars 2014 – Update from the Battlefield," November 2014.)

Digital Success Stories

Saving time and money with DocuSign is just the tip of the digital iceberg as this eclectic group of HR departments illustrates.

Salesforce

Saw an **80% reduction** in average time to complete offer letters.

Kelly Services

Enjoyed a **60% increase** in work and **34% improvement** in efficiency.

Alliance Staffing Solutions

Experienced **100% growth** in applications.

Smartsheets

Saved hundreds of hours by eliminating manual data entry during Open Enrollment.

School of Rock

Fully integrated with NetSuite and other HR systems.



DocuSign is changing how business gets done by empowering anyone to transact anytime, anywhere, on any device with trust and confidence. DocuSign keeps life moving forward.

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