

# BEST PRACTICES FOR GOING DIGITAL IN HR

The HR world is changing quickly—HR teams are looking to improve the onboarding experience, increase employee satisfaction, and focus HR staff away from mundane tasks. Read the steps below to learn how you can fully transform your business into becoming fully digital.



## STEP 1

### LOOK FOR PAPERLESS OPPORTUNITIES



**RECRUITING**  
NDAS, OFFER LETTERS,  
RECRUITING AGENCY  
AGREEMENTS.



**ON-BOARDING**  
BENEFITS ENROLLMENT, DIRECT  
DEPOSIT FORMS, TRAVEL AND  
EXPENSE POLICY



**MAINTENANCE**  
PTO REQUESTS, CONTRACTOR  
AGREEMENTS, INTERNAL  
APPROVALS



**OFF-BOARDING**  
TERMINATION CERTIFICATES,  
SEVERANCE AND RELEASE  
AGREEMENTS, EXIT INTERVIEWS

## STEP 2

### IDENTIFYING PAIN POINTS WITH HR STAFF

Remove paperwork from day-to-day tasks and spend more time on value-add activities. Talk to all levels of your team so you can identify the most frustrating tasks that can be improved through digital processes.



## STEP 3

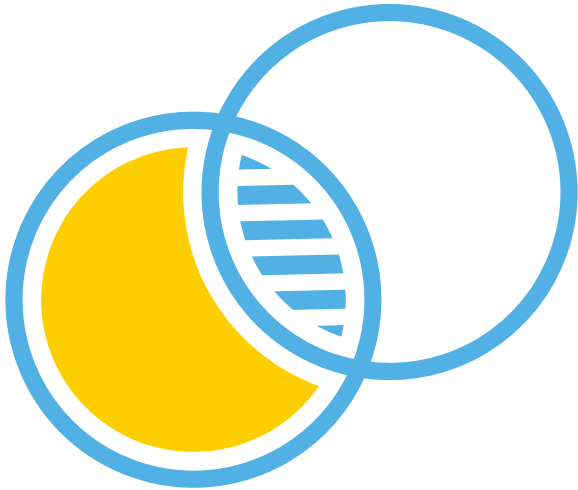
### INVEST IN THE CANDIDATE EXPERIENCE

Go digital during hiring and onboarding processes. This positions your company as a destination for top talent and also reduces the time it takes to close new candidates.

## STEP 4

### THINK IN TERMS OF A DIVERSE TEAM

Today’s workers are a diverse mix of younger “technology natives” and valuable experienced staff. Digital processes that create intuitive end-to-end workflows will demonstrate that you’re technologically progressive.



## STEP 5

### KNOW GEOGRAPHIC STANDARDS/REGULATIONS

Candidates and employees are located around the world. This creates challenges in managing confidential info given strict security laws and standards. Make sure your processes are legally binding and comply with laws such as:

- ✓ U.S. federal ESIGN Act and UETA
- ✓ EU Regulation No 910/2014 on electronic identification and trust services

#### WANT TO LEARN MORE ABOUT HOW DOCUSIGN CAN HELP YOU GO DIGITAL IN HR?

Read the entire list of best practices [here](#) or contact sales now at [sales@docusign.com](mailto:sales@docusign.com) or call us at +1-877-720-2040.

