

Kenexa® Onboarding

Efficient execution of each stage of the onboarding process is essential to employee productivity. Kenexa® Onboarding is a flexible system that is configurable to your company's onboarding process. It accommodates multiple onboarding processes per company with varying workflows and the distribution of new employee orientation packs specific to job level and department or division, drastically improving efficiency of previously decentralized, manual processes.

Onboarding

Highlights

Kenexa defines end-to-end talent management as the attraction, hiring and retention of employees. The onboarding process is the first phase of employee retention and the first step to productivity and engagement.

Define Onboarding

Onboarding is defined as provisioning, forms management and culturalization of a new employee. The activities that comprise the onboarding process include the communication, collaboration and tracking of internal and external activities required to prepare for a new hire's first day. Additionally, onboarding calls for the delivery, completion and tracking of new hire documents and information pre- and post-start date, and the delivery of company, position and division or department specific information to the new hire.

Increase Time-to-Productivity

Employee engagement is a direct result of time to productivity. When onboarding processes are designed and executed effectively, employees are able to get to work faster. Getting to work faster means the employee is making an impact, which leads to higher levels of engagement. And when employees are highly engaged, you are more likely to retain them.

Reduce Expenses

With Kenexa Onboarding, your company will quickly realize return on their investment. Beyond the benefits you will receive from increased productivity and engagement, you will eliminate tactical expenses such as paper forms, physical storage requirements, manual data entry errors and administrative staffing costs. Your bottom line will not only reflect the results of increased productivity, but if you hire 200 people per year, your company could save up to \$100,000 on administrative costs.

Features

Seamless Integration

Kenexa Onboarding provides integration with your enterprise systems, such as payroll and document management systems, so you can realize efficiencies and data integrity across the organization, and it automatically transfers new hires and company data such as job codes, departments and locations.

Management and Form Tracking

All the forms and features a new hire needs to complete employment eligibility are accessible directly in the system, including:

1. State and federal forms such as I9, W-4 and 8850 WOTC
2. Corporate forms such as payroll direct deposit, noncompete agreements and sexual harassment policies
3. Electronic signature
4. Printing of completed forms when "wet" signature is required

Automatic Notification and Task Tracking

The system provides notification of onboarding tasks and deliverables to internal and external resources and communication with new hires. It also includes reminders and alerts of missed deadlines.

Configurable Workflow

Wizards based on your organization's business processes will guide users through the onboarding process, which can vary by job type, location and department.

Customized Discovery and Design

Kenexa Client Services will work with your HR team to assess your onboarding requirements, and to design a system—including notifications and government and corporate forms—to meet your needs. Once the design is complete, Kenexa onboarding experts will configure your system, setting up the appropriate wizards, internal and external notifications, and forms packets to meet your needs.

Simple Adoption

Kenexa Client Services provides user and administrator training to help clients maximize the benefits of the onboarding system and utilize all of the available features that ensure successful onboarding of new employees.

Benefits

HR Productivity

- Automate provisioning such as requests for computer and phone set-up, security badges and other new hire needs to streamline the onboarding process
- Track activities associated with new hire readiness and achieve visibility into the status of each open task, who is responsible for completing the task and any missed deadlines
- Track managers' post-hire activities, such as initial goal setting and development planning, that ensure employee engagement

Compliance

- Improve compliance requirements with documented HR processes
- Easily maintain federal and state tax forms with the latest revisions and changes
- Track industry and job-specific requirements, such as whether an employee has the appropriate driver's license to drive a freight truck or the necessary certification to manage mutual funds
- Ensure maximum tax credit eligibility for Work Opportunity Tax Credits (WOTC)

Employee Time-to-Productivity

- Ensure employees have what they need to work—phone, computer and access to relevant business applications
- Allow employees to access benefits forms and provide personal information before their start dates
- Improve time-to-productivity, leading to higher engagement levels and improved employee retention

Efficiency

- Improve efficiency of the internal onboarding processes with automated internal and external notification of tasks and deadlines
- Track completion of tasks and missed deadlines
- Expedite the process of completing and submitting new-hire information
- Increase the efficiency of forms management and execution through electronic completion of standardized government forms

Employment Brand Impression

- Extend the positive brand impression your company made during the interview process with continued communication and smooth execution of onboarding activities

About Kenexa

Kenexa provides business solutions for human resources. We help global organizations multiply business success by identifying the best individuals for every job and fostering optimal work environments for every organization. For more than 20 years, Kenexa has studied human behavior and team dynamics in the workplace, and has developed the software solutions, business processes and expert consulting that help organizations impact positive business outcomes through HR. Kenexa is the only company that offers a comprehensive suite of unified products and services that support the entire employee lifecycle from pre-hire to exit.