



STREAMLINE YOUR EMPLOYEE ONBOARDING

SMART CHANGE STARTS HERE.



A MORE SYSTEMATIC EMPLOYEE ONBOARDING PROCESS BENEFITS ALL

Typical benefits of a streamlined Employee Onboarding process:

- Faster response times to managers and candidate
- Reduced time required by staff to input human resources data
- Improved visibility on the status of a hiring requisition
- Reduced risk of sensitive employee 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 Solutions America help you design and implement a more streamlined Employee Onboarding process for your business.



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 Employee Onboarding process from start to finish.

HOW EFFICIENT

is your onboarding and content management process for new employees?

Only **40%** of HR leaders said they have a digital workplan in place at the enterprise or HR level. *

92% of strategic HR functions view intelligent automation as having a significant impact on the HR function.*

42%

of HR leaders agreed AI and machine learning integration are among the biggest transformation challenges they will face in the next five years. **

* KPMG The Future of HR 2019

** KPMG HR Transformation Survey 2017



Typical employee onboarding challenges



Information from multiple formats such as PDFs, electronic forms, emails, 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 emails, photocopies, and voice messages.



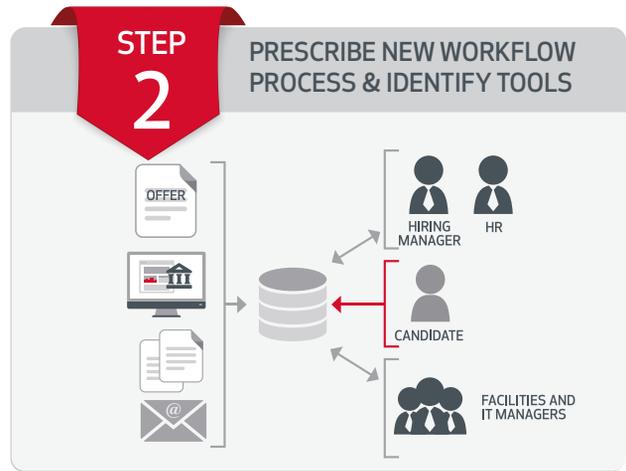
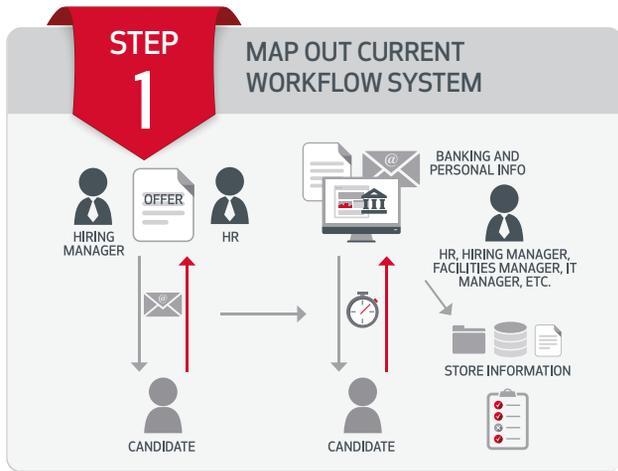
There may be no way to track who accessed the documentation, who edited the information, or who sent sensitive data to whom.

Let Canon Solutions America's combination of specialized software technology, process architects, and solution engineers help you increase the efficiency of your Employee Onboarding process.

PUT EXPERIENCE TO WORK FOR YOU

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

Sample workflow: New hire onboarding process



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



Periodic review to ensure compliance with the new workflow.

Exclusive Canon software solutions for Onboarding Optimization



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



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



Document automation tool automatically classifies and extracts essential information to your business process applications.

Utilize Canon technology to its full potential with Professional Services from Canon Solutions America

Whether your business is large or small, remaining competitive in the global economy means you need to concentrate on what makes you successful—your core business. When selecting and implementing new technology, a highly skilled technical team makes the difference for a successful deployment.

Canon Solutions America has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of technical professionals draws upon decades of technical expertise and real-world experience to ensure you obtain the maximum benefit from your technology investment.

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