10 Must Have Features of the Best Onboarding Software

With today's complicated compliance needs, I-9s, E-Verify, and the forms-de-jour that accompany each new piece of legislation, the bottlenecks of onboarding new personnel have a domino effect lasting well beyond the acclimation.

Companies have recognized that onboarding software is no longer a luxury, but rather a necessity for effective HR administration. Before you invest in onboarding technology, review the best-in-class features below to ensure you get the most bang for your buck.

1. Intuitive Employee Pre-Employment and Self-Onboarding

Prior to onboarding a new employee, HR is already hard at work getting them established as a member of your team. This should be streamlined to minimize repetitive tasks, but also as a way to engage your new hire with mobile accessibility. The offer letter initiates this process, and continues once a candidate accepts a position. With the click of a button you begin the employee life-cycle process which continues with background checks and auto-emails, a new hire packet, online forms to be filled out prior to their first day, and even introductory communications from new colleagues. This proverbial "Preboarding" process is the start of a beautiful working relationship.

2. Employee Engagement Features with Time-off

Onboarding software worth their weight should offer something for everyone. You've got the new hire covered, and an exit portal for the former employee (which we'll discuss later on), but what about your current team? Inboarding is real. It's a critical component to evolving your talent, improving output, bolstering engagement, and increasing retention rates. A heavily involved task for an often-overlooked feature. Having a dynamic inboarding process will encourage the development of new skills and help employees reach their full potential. It can also be invaluable when acclimating current employees to new positions within the company (whether lateral move, promotion, or to another department/location). Inboarding supports company culture as well as overall productivity. Your new onboarding process should also be a conduit for integrated time off reporting for ease of access and requests. Because a supportive working environment stretches well-beyond the welcome to the team.

3. Fact Checking with I-9 & E-Verify

The I-9 and E-Verify requirements confirm both a candidate's identity and ability to work for your business. It's the government's way of saying "we've got your back," with the irony of back-breaking paperwork that is synonymous with the process. Unless of course, you have an accessible, automated system in place that gives new hires an opportunity to fill out these forms and submit online before their first day on the job. It's safe to say that I-9 and E-Verify is a must-do for companies, and the ability to do this digitally and on-demand is a must-have in any onboarding software.

4. Automatic External Approvals

It's not just about form submittal though. It's counter-productive to have an I-9 that's been submitted online linger in a black hole until someone else takes action. Your onboarding software should be "talking" in real-time to outside systems, such as the US Department of Homeland Security and the Social Security Administration, to get you an immediate response. If it can't do that, then you may as well keep piling on the paperwork because electronic filing only gets you half-way there.

5. Automated Internal Workflows, Pre-Sets, & Customizable Fields

The new standard for HR Department's is actually customized (if that makes any sense.) Aside from the typical state and federal requirements, every business has their own way of doing things. Your onboarding software should be flexible enough to adapt. Setup your own workflows, adjust pre-sets, and add custom forms and fields to fit the way you do business. Automate those everyday repetitive tasks to mitigate risk of errors and improve communications across departments. An intuitive solution should be easy to modify and reduce manual processes - saving valuable operational time (and sanity). A real solution is one that works for you, not the other way around.

6. An Exit Portal

Companies don't realize how important the offboarding process is until they are neck deep in issues. An employee may physically leave a company, but HR knows how very present they still are. Employees are granted security accesses, permissions, and logins to systems that need to be terminated or redirected; and then there's regulatory paperwork that accompanies an employee's departure (i.e. exit interview or unemployment benefits) that must be filed. A veritable CYA of activities that extends well beyond an employee's last day. Offboarding is a delicate dance, that if not handled appropriately, can be a detriment to a business. Onboarding software with automated offboarding procedures will ensure that the I's are dotted, and the t's are crossed so that you're not caught in the crosshairs of a disgruntled former colleague, or a target of compliance audits at the end of the year.

7. Integration with HRMS & Partner Resources

Onboarding technology captures and secures employee data, but you'll also want to be able to integrate this information into other systems to avoid repetitive data entry and redundant tasks. An onboarding solution with seamless integration into your Human Resources Information System (HRMS) and third-party partner systems (i.e background checks and payroll) makes it easy for you to find employee profiles, core records, and historical data. Plus, you can maintain accurate employee directories, org charts, and HR Calendars. Look for best-in-class onboarding technology with out-of-the-box APIs that effortlessly integrate with HCM systems and a proven track record of success.

8. Cultural Transformation Resources for HR and Management Teams

Onboarding systems should span capabilities throughout the employee life-cycle including performance management and mobile employee applications with recognition and rewards. Set up team and employee goals and benchmark performance against objectives to motivate employees and progress as a team. Create CEO, department, and employee channels to push company newsletters, data, and information; as well as survey requests, and employee recognition. The right technology will be fully connected to reach mobile devices and a dispersed workforce. Employees become engaged and respond with up-to-the minute information used to further transform disparate /division/department cultures.

9. Cloud-Based & On-Demand Accessibility

Not long ago we were the digitize or die society. Now, businesses are taking that a step-further and elevating operations to the cloud. It's safe to say that if you're still a manual entry HR Department and haven't even migrated forms to electronic documents, you're well behind the times. Stop translating and start transferring with the right onboarding software that will get you up to speed. It's about point, click, and get things done – anytime, anywhere. Data entry is archaic. Form builders, automations, and self-service are all the rage. Accurate, accessible, accounted for, and secure. Online and on-demand. No more paper pushing or shuffling. information from one department to the next wondering where anything is. It's all in one area. In one login. The interface is the new happy place.

10. Security and More Security

There's an undeniable need to run HR in the cloud, but there's an even greater need to protect employee Personally Identifiable Information (PII). Gone are the days of fire-proofed files behind locked metal cabinets. We now live in an electronic age of vulnerability and breeches, but that doesn't mean protection is obsolete. It just means you need to take extra measures to ensure your information is safe. Otherwise, you run the risk of compromise, as well as stiff penalties for non-compliance. Best-in-class onboarding is synonymous with top notch security. Look for a cloud-based provider with a data center partner that dually encrypts the PII, backs up the employee (and other) files, and protects against natural disasters with redundant servers located in geographically different locations.

Onboarding represents more than readying a new hire to hit the ground running - it sets the tone for an employee's tenure. There are considerable tasks that correspond with onboarding, and these key features and capabilities must be considered to maximize your onboarding software.

HR Cloud is a comprehensive onboarding solution that is redefining best-in-class technology. Intelligent, intuitive, and all-inclusive, we've designed our flexible and fully customizable services to support today's HR and engage the mobile, connected workforce to set the standard in onboarding processes.

Get a demo of our solution to learn how HR Cloud features and capabilities will give your team the strong support they need from the get-go.

Request a Demo

OR, you can say 'Hi' to us at Info@hrcloud.com

HR Cloud

HR Cloud helps you enchant every employee by helping to foster social connections and company culture while saving companies time and money. We make it easy to stay compliant and automate HR responsibilities so that our customers can focus on building their companies.

Create a custom, fully digital onboarding process with built-in automation using HR Cloud's onboard application.

Click To Learn More About Onboarding Software

OR, you can say 'Hi' to us at Info@hrcloud.com

Unleashing Human Resourcefulness

HR Cloud is a modern and powerful cloud-based HRMS solution with a complete suite of HR functionality, including core, performance, onboarding, recruitment, absence management, and time clock HR software.

For more information visit hrcloud.com or contact Info@hrcloud.com.