Overview

Organizations with structured and standardized recruitment and onboarding programs drive better candidate engagement and experience. Relying on the conventional checklist and paper-based approach is no longer an option. You must automate the end-to-end hiring process and create a frictionless and meaningful experience for your candidates.

Key Challenges Faced by Organizations While Recruiting and Onboarding Employees

- High influx of paper-based applications, requiring a lot of manual intervention
- Time-consuming process of profiling applicants per their expression of interest areas and experiences
- Lack of uniformity in processes and information exchange with candidates
- Absence of application tracking and monitoring capabilities
- High latency of inter/intra-departmental information flow
- Failure to notify all the involved stakeholders, including IT and finance
Go Paperless with Newgen Employee Recruitment and Onboarding Software

The Newgen Employee Recruitment and Onboarding Software digitizes your end-to-end hiring processes, from documentation to asset allocation, and empowers you to provide a great preboarding and onboarding experience to your candidates. By leveraging the software, you can go 100% paperless, eliminate all sorts of administrative challenges, and channel all your efforts into hiring the top-tier talent for your organization.

The software, built on a low code digital automation platform, creates, manages, and deploys employee-centric solutions with speed and agility.

Core Capabilities of the Software

Omnichannel Application Sourcing
- Application sourcing across channels from within or outside an organization
- Omnichannel capture and routing of internal openings, complaints, and applicant profiles

Contextual Application Processing
- Indexing and reviewing of applicants’ profiles for rapid initiation of follow-ups
- Analysis of application-related documents of selected candidates

Dynamic Application Routing
- Application routing for approvals with case management
- Approval management based on salary, negotiation, and designation

Personalized Communication
- Customized emails and communications for different stakeholders
- Pre-defined templates for sending status updates to candidates

Configurable Hiring Dashboards
- Real-time reports across geographies for monitoring hiring processes
- Personalized view for different stakeholders to track hiring and attrition rates

Hiring Process Transparency and Tracking
- Streamlined application visibility and tracking for faster responses
- SLA agreement monitoring for outsourced recruitment processes
Employee Recruitment

**Manager** initiates/requests for a new hire by entering key details in the system.

**HR spoc** receives a notification. He verifies the request and forwards it to the Head HR for approval.

**HR head** gets a notification and approves the request.

**Global head** gets a notification. He verifies the details to give his approval.

**Recruitment manager** identifies and initiates the recruitment process.

**Recruitment head** gets a notification. He verifies the details to give his approval.

**Adhoc tasks (Case manager)**:
- Walk-in drive
- Job consultancy
- Internal job transfer
- Self-search
- Previous employment verification

The system triggers the approved offer. A letter is generated and sent via an e-mail to the selected candidate.

The candidate receives the offer. Post the user's offer acceptance, onboarding activities are triggered.

**Requirement Process Members**

Manager | HR Spoc | Recruitment HR Manager | Head HR | Group Head | Recruitment Head
Employee Recruitment

Leverage Newgen’s unified platform – a centralized source of repository to empower the involved stakeholders throughout the recruitment process.

How it Helps?

• Announce job postings conveniently on job boards or career websites
• Store and manage electronic copies of resumes while eliminating paper-based copies
• Generate employment application forms and schedule interviews with candidates in a hassle-free manner
• Upload interview tracker sheets and comments for reference
• Refer applicants for similar job postings in the future while using the candidates’ master table
• Generate, rollout, and instantly revise offer letters
• Store templatized documents with a digital signature
• Track each applicant’s status and request acknowledgment on offers that have already been rolled out
• Update joining formalities to initiate the onboarding process
• Witness seamless integration with employee master table and onboarding applications
New Employee Onboarding

**Onboarding Process Members**

- New Joiner
- Recruitment HR
- HR SPOC
- Group Head
- Reporting Manager
- IT, L&D & Finance
- Admin Team

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**New joiner comes with required documents on the joining date**

- Recruitment HR verifies documents and:
  - Opens a new onboarding ticket in the iBPS
  - Fetches an e-code based on the PAN
  - Uploads documents per the checklist
  - Sends auto email triggers to the reporting manager and the HR SPOC

- The HR SPOC gets employee details
  - Selects assets to be allocated, type of induction training, etc.
  - Sends request to the reporting manager (RM) for approval

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  - Selects assets to be allocated, type of induction training, etc.
  - Sends request to reporting manager’s (RM) approval for his approval

- CSD, IT, Finance, L&D, and Admin get their allocated tasks
  - Post task completion, allocation details are captured in the form for future references

- Complete set of onboarding documents and details are archived in DMS as new employee record

- Clear Exception

- Raise Exception

- Group Head (GH) Approval

- If GH’s specific approval is required

- Approval

- On the GH’s approval

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Employee Onboarding

Expedite the end-to-end process and offer a smooth onboarding experience to your new hires while bridging functional silos and managing applications across channels. Integrate seamlessly with back-end systems, including enterprise resource planning, human resource management, and records management, to minimize turnaround time and enable dynamic approval routing.

How it Helps?

- Record your employees’ details before their start date in the central master table
- Enable your finance team to set up the payroll cycle while referring to multiple master tables, including salary, grade, cost to company master, leave master, etc.
- Ensure relevant documents are filled and provided by employees on their joining date by using the readily available, comprehensive checklist in the system
- Maintain a detailed training calendar for your candidates and manage performance reviews until the first year of appraisal
- Initiate requests automatically in administrative queues to issue a temporary or permanent ID card and allocate seats (capacity planning) for new candidates
- Track and manage new employees’ attendance and timesheets
- Notify your finance team to include a new candidate in the payroll cycle with automated triggers
- Enable your IT team to seamlessly manage the fully automated asset issuance process and request provision of software licenses to function ethically and within software compliance regulations
Why Newgen Employee Recruitment and Onboarding Software?

1. Low operational costs
2. Less manual intervention
3. Improved processes
4. Enhanced efficiencies
5. Minimized turnaround time
6. High workforce productivity
7. Better compliance
8. Superior employee and candidate experience

About Newgen

Newgen is the leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. Globally, successful enterprises rely on Newgen’s industry-recognized low code application platform to develop and deploy complex, content-driven, and customer-engaging business applications on the cloud. From onboarding to service requests, lending to underwriting, and for many more use cases across industries. Newgen unlocks simple with speed and agility.

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