



**NEWGEN**



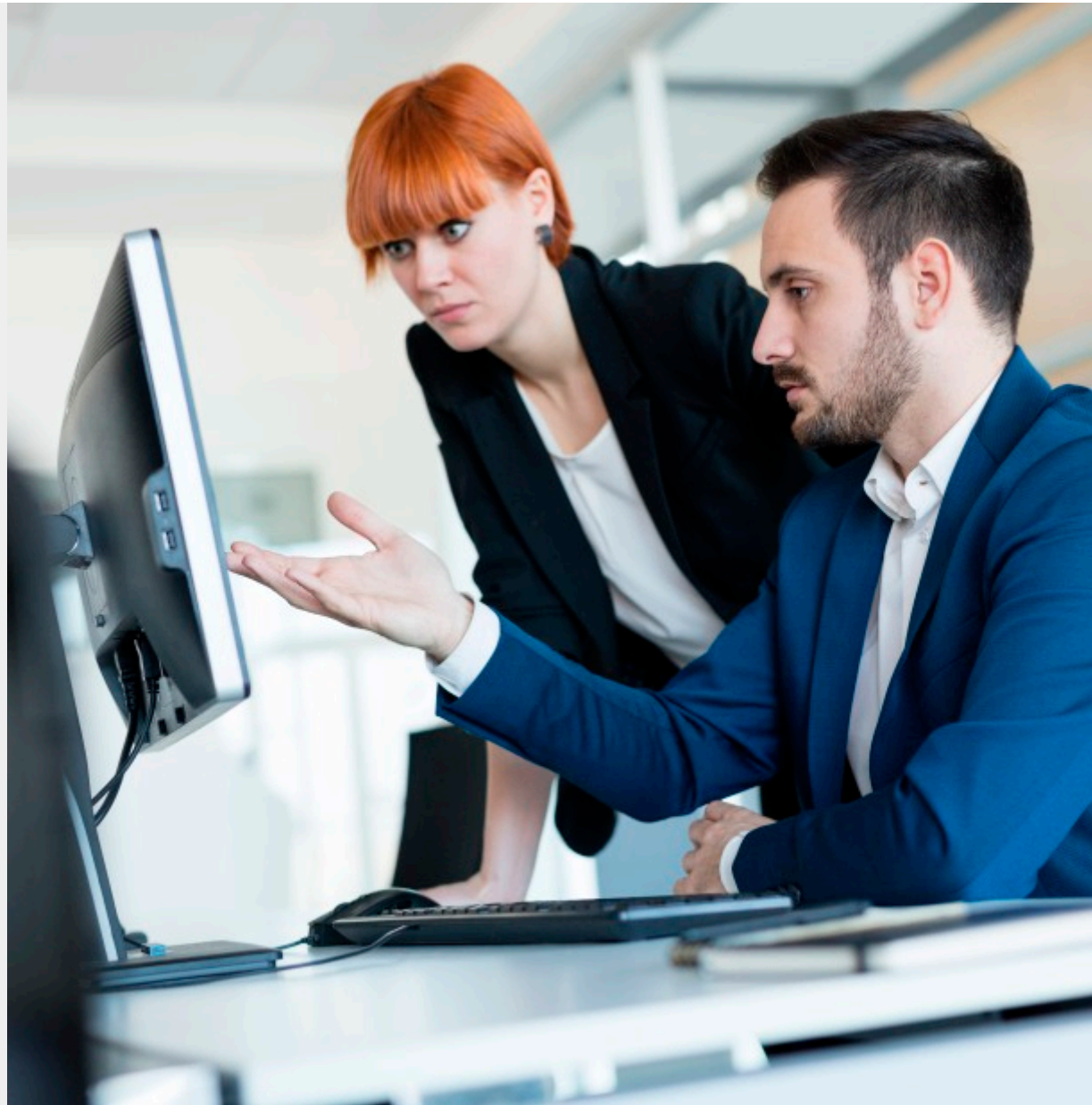
Newgen  
**Employee Recruitment  
and Onboarding Software**

## 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

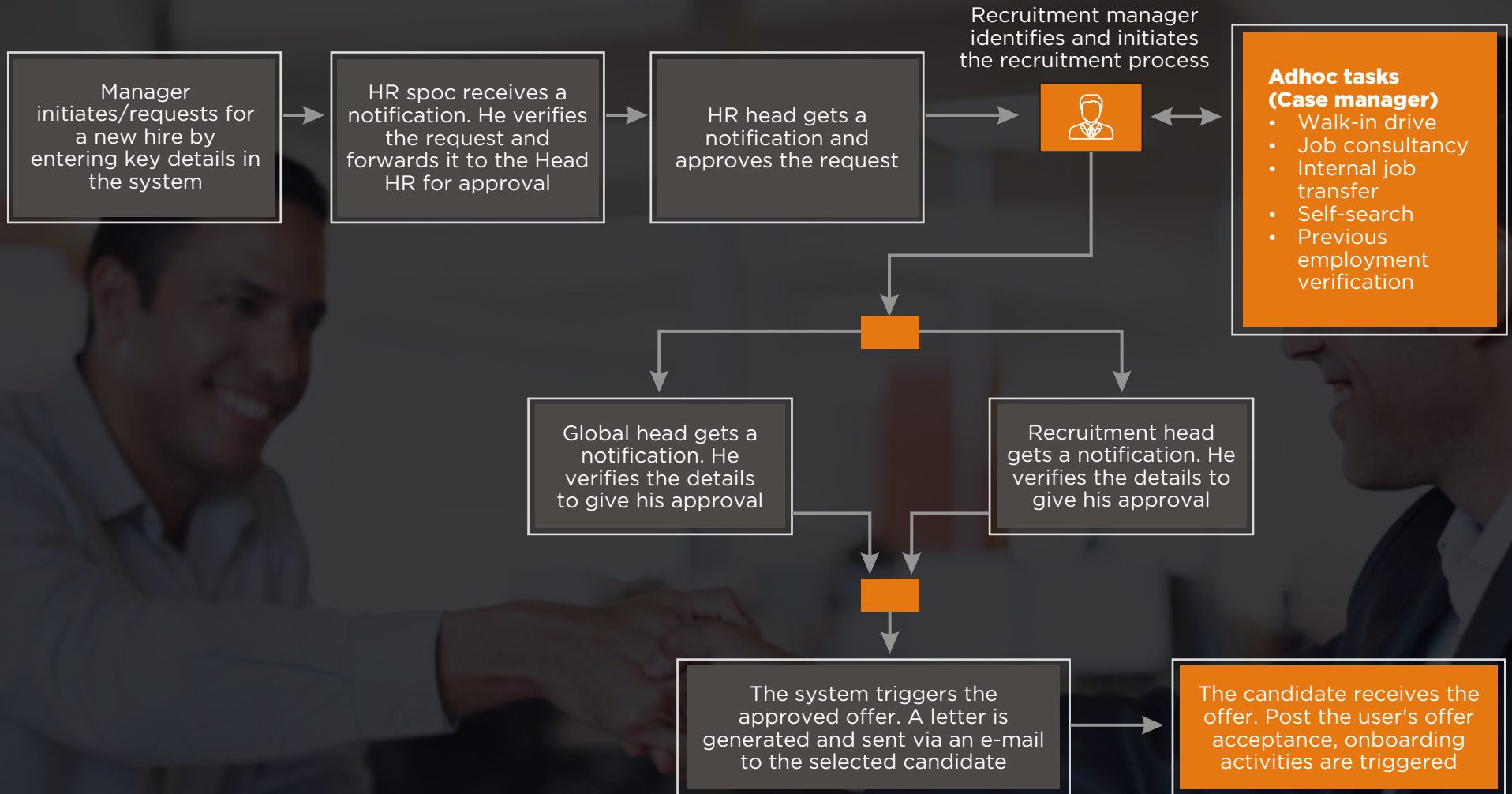
### Configurable Hiring Dashboards

- 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



## Requirement Process Members

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

## Employee Recruitment

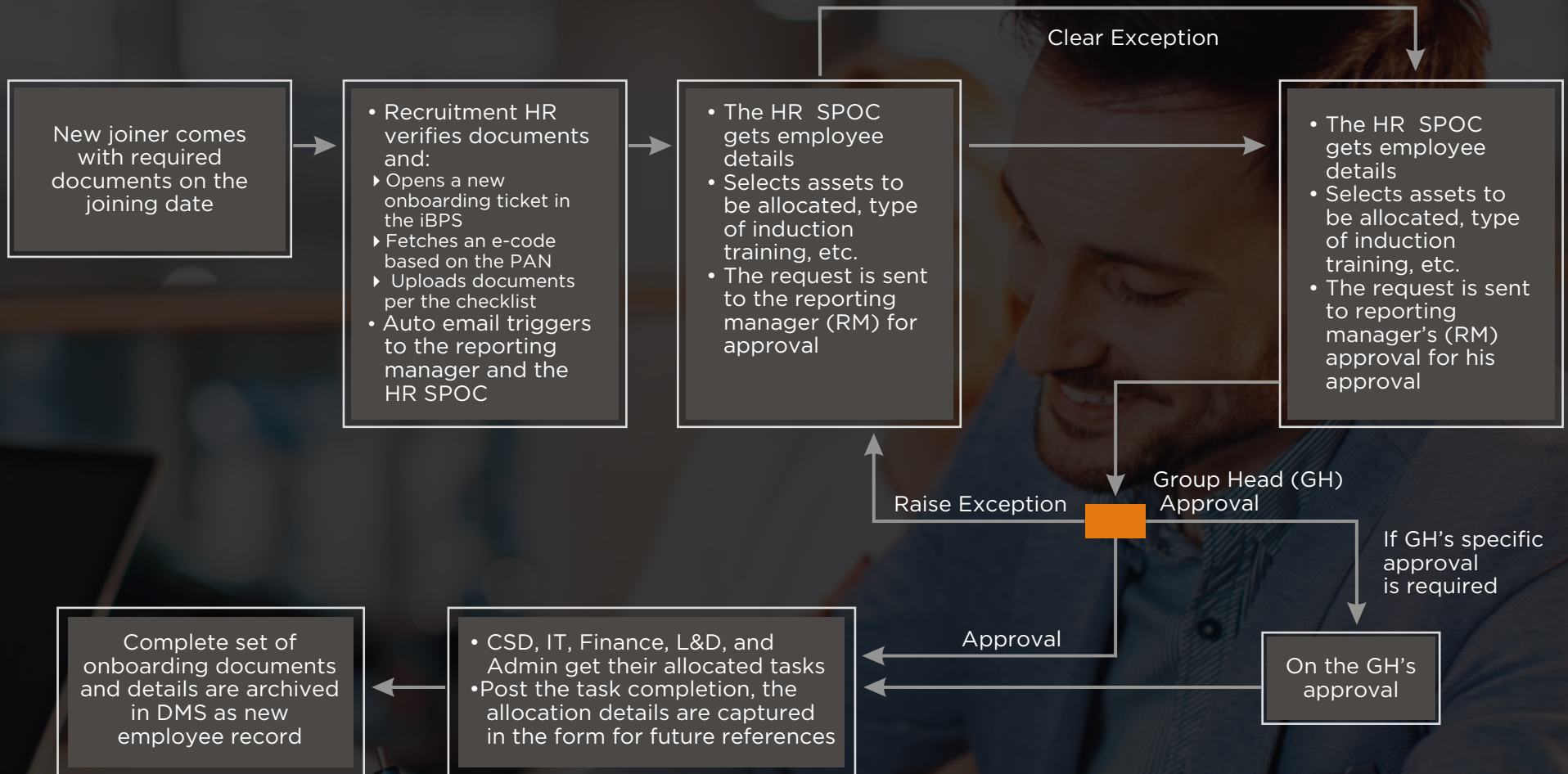
Leverage Newgen's unified platform – a centralized source of repository to empower the involved stakeholders throughout the recruitment process.

### 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 templated 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

## 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 cost 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?



## About Newgen

Newgen Software is a vendor/provider of business process management (BPM), enterprise content management (ECM), customer communication management (CCM), document management system (DMS), workflow and process automation software. The company has a global footprint in over 66 countries with large, mission-critical solutions that have been deployed in banks, insurance firms, BPO's, healthcare organizations, government and telecom companies.

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