

TALEO ONBOARD



Be the Employer of Choice with Taleo OnBoard

If you could get new hires up and running quickly, they would be ready to be productive immediately. Their experience would validate their choice to be employed by your organization. They would begin contributing to your success on their first day of employment—and you could ensure proper compliance. When onboarding is automated and standardized, everybody wins.

Taleo OnBoard™ helps you boost new hire productivity by automating onboarding paperwork and compliance. Taleo OnBoard tracks the progress of all your onboarding activities so you and your new employee can be confident that all required activities are underway or completed.

Built on the Taleo Business Edition platform, Taleo Onboard is fully integrated with Taleo Recruit™, Taleo Perform™, Taleo Comp™, Taleo Insight™, and Taleo Learn™. Taleo Business Edition provides a comprehensive set of tools to attract, retain, assess, and develop staff.

With Taleo OnBoard, you can:



- **Build the right foundation** to quickly and efficiently onboard employees so they can be productive immediately. With the right foundation, you don't repeat tasks over and over. You create streamlined processes and reduce error.
- **Make the right impact** by providing a smooth and automated conversion experience from candidate to employee. Your new hires will start confident they made the right choice when they see that you have been preparing for their arrival and have already started to invest in their success.
- **Plan for the future** with a scalable process that enables you to bring on more new employees as your organization grows, even in large volumes. With more time to focus on people, you help them feel connected and improve retention.

“The ability to create customizable bundles by position ensures that there isn't a single thing that falls through the cracks when a new hire starts, and helps to hold individuals accountable for their pieces of the process.”

- Casi Jewett, MA, PHR, Employee & Labor Relations
for Santa Rosa Community Health Centers

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Taleo OnBoard Overview

Taleo OnBoard enables you to assign onboarding tasks to any user or other contact. You can even assign your new employee the employment forms they need to complete. Users can update their tasks in the system or via email, and non-users can update the status via email. Choose from a list of pre-packaged tasks and activities needed to onboard a new employee. Tasks are highly configurable, can have dependencies, and can be driven off of locations and departments. Taleo OnBoard also supports offboarding and allows you to assign forms to be signed by employees at any point during their employment, such as forms that require signatures annually.

Why Taleo OnBoard?

- Enables you to leverage comprehensive talent management as part of the Taleo Business Edition suite.
- Allows for participation from anyone inside or outside of your company by maintaining the status of tasks assigned to users and non-users of the system.
- Automates your company forms including electronic signatures without recreating them, regardless of the format.
- Tailor Taleo OnBoard to match your processes today or in the future as your needs change—without additional costs.

FREE 30 DAY TRIAL
taleo.com

CONTACT

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ABOUT TALEO

Leading organizations worldwide use Taleo on demand talent management solutions to assess, acquire, develop, and align their workforce for improved business performance.

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Key Functions

Process Automation	Allows access to forms and documents, along with assignment of tasks for both users in the system and non-users via email. Bundle different onboarding tasks to create new-hire packets for various job types and locations.
Employee Website	Provides new employees access to their employee data and appropriate onboarding forms via a fully configurable website.
Status Overview	View the onboarding process and status for new hires. Provides central place to see the progress and completion of tasks by HR, hiring managers, facilities, IT, third parties, and anyone else involved in onboarding.
Electronic Forms	Replace paper-based forms with electronic forms that are authenticated through eSignature. Manage forms for new hires, existing employees, and exiting employees.
Configurable Forms	Administrators can add unlimited, customized company forms. Collect information from your employees in an online form, and track it as part of your employee record.
Dependent Tasks	Have the system automatically assign new tasks upon the completion of other tasks. There is no limit to the number of dependencies.
Timekeeping	Makes tracking deadlines simple by automatically calculating the task's due date from the new employee's start date.
Automated Reminders	Sends email reminders to assignees prior to the due date or on the due date itself.
Consolidated Emails	Choose how onboarding task reminders are consolidated. Receive one email per day that consolidates all of the tasks in one view, or get separate emails broken out by onboarding packet.
Employee Life Cycle Events	Manage documents and activities during the employee's life cycle such as acknowledgement of the IT security policy or the code of conduct.
Offboarding	When employees exit the organization, ensure the proper forms are completed and assets are returned.
Compliance	Provide visibility into which tasks have been completed, which forms have been signed, when they were completed, and by whom.
Dual Signature	Ensures that employee and HR see and eSign the same form. Two-point authentication on every document helps to ensure only the intended employee signs the form.
Location-based Activities	The system automatically determines what tasks and forms are needed for each new hire based on their department and location.
Web API Integration	Use a Web API to easily integrate with other applications such as an HRIS system, or extend Taleo Business Edition to create entirely new solutions.