



# The business case for **employee onboarding software**

by Navigo, creators of HROnboard

“ In order to compete in the ‘war for talent’, companies can strengthen their company brand by making a good first impression through onboarding software. ”

*Aberdeen Group*

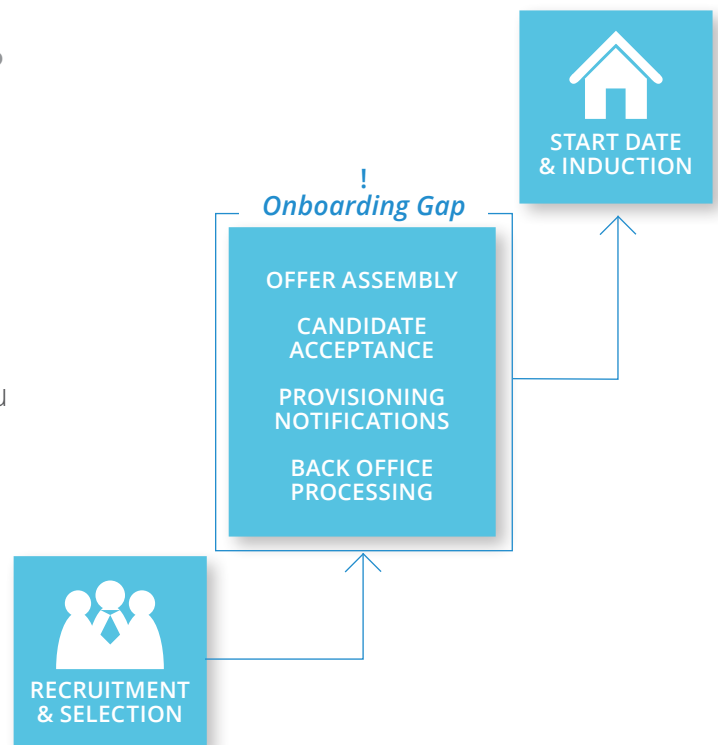
## A better way to onboard employees

### Think employee onboarding begins on a new hire's first day?

#### Wrong.

If you're a progressive organisation that actively uses social media, talks about innovation and being an employer of choice when you're advertising to attract a new hire, that's great. But if on a new hire's first day you hand them 15 different forms to fill out, your employment brand message has just died.

Although recruitment systems can manage the screening, interviewing and selection of a candidate - there is a gap between selecting the candidate and bringing them onboard to the organisation.



Technology can automate the onboarding process saving you time and money as it coordinates all your activities through the use of electronic forms.

An automated solution assembles contracts and personalises the employee experience through the use of a new hire portal and sends notifications to IT and payroll staff to ensure everything is set up for Day One.

Onboarding technology can be an effective way to socialise your new hire into your organisation's culture. On an employee portal, you can share videos and brochures that talk about your values and provide employee testimonials.

**Paperless onboarding is a secure, highly efficient, inexpensive and professional way to onboard new hires into your organisation.**

▼ eBay reduced onboarding administration costs by 25% by implementing an electronic onboarding solution. They also reduced the number of onboarding steps by 60%. ▼



The infographic features a blue background with white text and arrows. A large '25%' is centered, with 'admin costs' written vertically below it. To the right, a large '60%' is centered, with 'onboarding steps' written vertically above it. White arrows point from the top towards these percentages, and another set of arrows points from the 25% and 60% towards the right.

**25%**

admin  
costs

**60%**

## Current manual onboarding practices

There are many reasons to create a web based onboarding program in your organisation. The trick is finding the issues that are the most relevant and have the most clout with decision makers within your organisation to build your business case.

These questions should assist you in gathering data and statistics to support the building of your web based onboarding program:

- How much time do HR personnel spend manually onboarding someone?
- How long does it take for approval and signoff to onboard someone?
- What do your current staff say about their 'onboarding' experience?
- Can you quantify the costs of lost productivity if resources (e.g. PCs) are not set up for your new hires on Day One?
- How many 'first choice' candidates have you lost due to delays in candidates receiving their offer pack?
- What time is lost to double handling, scanning of documents and processing new hire forms and documents into your systems?
- Have you assessed the engagement levels of new hires and how long it takes for them to engage with your culture and employment brand?

## Benefits of paperless onboarding

**There are a range of benefits to the organisation, HR Manager and new hires that can be achieved by using a paperless onboarding solution.**

**You can use these benefits to build your business case, depending on the priorities within your organisation.**

### Benefits to the Organisation

- Save money as onboarding costs are approx 30% of the manual cost (see the ROI section)
- Convert your current onboarding pack into an entirely sustainable paperless process (one organisation was able to convert a 100 page new starter pack to being entirely paperless)
- Elapsed time to onboard improved from weeks to hours
- Time to productivity reduced significantly as everything is set up ready for Day One
- Improved data accuracy
- Compliance achieved with an audit trail and delegated authority levels
- Secure access for staff, managers or new hires anywhere around the world, 24/7
- New hire has a more professional image of the organisation
- Save FTE resources or redeploy them to other areas of the Organisation
- Reduce your carbon footprint and comply with GreenHR initiatives

### Benefits to the Back Office (HR, IT)

- Reduce costs and administration time by onboarding new hires quickly
- Candidate acceptance times reduced with secure legally binding digital acceptance
- Ensures contracts and policies are agreed to prior to commencement date
- Improve employee retention rates by having an efficient onboarding solution
- Reporting provides visibility of the candidates status throughout the process
- Streamlining provisioning of new employee setup for other departments

### Benefits to new hires

- The process is personal, easy to use, and reinforces that the new hire is joining a leading edge organisation that values their new hires
- Accepting the job can be completed from any computer, at anytime, anywhere around the world
- Never enter the same data twice on forms, saving them significant time and eliminating errors
- On accepting their employment offer, new hires see all conditions, policies and corporate information

# The ROI of Paperless Employee Onboarding

Let's look a fairly typical example of an organisation doing 100 onboards a year.

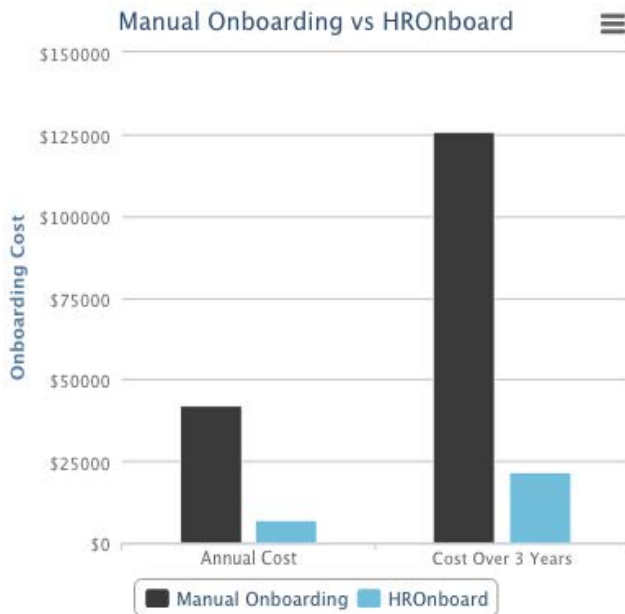
	Manual Onboarding	VS	HROnboard	
Mail and Print costs of sending offer	\$10		\$0	HROnBOARD OFFERS ARE ACCEPTED ONLINE
Offer pack preparation and new hire processing	\$88 2 HOURS		\$22 0.5 HOURS	HROnBOARD TAKES A 1/4 OF THE TIME
Onboarding Provisioning	\$88 2 HOURS		\$0 0 HOURS	HROnBOARD DOES THE PROVISIONING FOR YOU
New Hire Lost Productivity	\$233 4 HOURS		\$0 0 HOURS	EMPLOYEES ARE READY TO GO ON DAY 1
Costs Per New Hire	\$420 8 HOURS		\$22 0.5 HOURS	
Annual HROnboard Investment	NA		\$5,000	\$40 PER ONBOARD MINIMUM ANNUAL INVESTMENT OF \$5,000
Annual Cost of Onboarding 100 onboards	\$41,956 800 HOURS		\$7,209 50 HOURS	HROnBOARD IS 83% CHEAPER THAN MANUAL ONBOARDING
<b>Cost over 3 years</b>	<b>\$125,869</b>		<b>\$21,627</b>	

See how much you can save

Calculate your ROI in five questions and receive a custom report.

Show me the money





## GREEN KARMA

Trees saved (Trees)	1.33
Carbon Emissions Prevented (t)	0.07
Trees convert Co2 (kg)	67.20
Landfill Saved (m3)	0.10
Toner Creation: Oil Used (L)	1.03
Paper Production: Water Used (L)	1,537.84
Paper Production: Electricity (kWh)	222.22

### COST ASSUMPTIONS

Printing Costs Per page = \$0.15

Mailing cost = \$4.00

HROnboard Cost Per Onboard = \$40

Average Annual Sal of HR Person = \$85,000 (\$44/hr)

Average Annual Sal of New Hire = \$112,000 (\$58/hr)

### ASSUMPTIONS FOR GREEN CALCULATIONS

Ream paper, 500 pages per ream

Ream paper, trees used - calculated on 1 ream = 1/6 tree

Ream paper, weight of 1 ream = 2.4948 kg

Ream paper, 1 ream generates 8.4kg CO2 in the production process

Toner, 1 toner cartridge per 30 reams paper (15,000 pages)\*\*

Toner, 1 toner uses 3.8541 litres in the production process\*\*

Land fill, 200 kg paper = 1 m3 of landfill

Paper Production, 1 ream uses 192.23 litres in the production process

Paper Production, 1 kg paper uses 11.134 kWh of electricity in the production process

By next year, **up to 70 per cent** of the labour market is expected to be from techno-savvy Generations X and Y, making the pressure to overhaul dated, form-laden induction policies greater than ever.



Imagine sending your first choice candidate from Gen Y a letter of offer and asking them to fax it back. Would they know how to use a fax machine? ▽

## Are you ready to change?

Although technology creates huge efficiencies in costs and time for everyone involved, it is only part of the solution for a better way of onboarding your new hires.

For organisations to properly understand the benefits of paperless onboarding, receiving support from senior management is vital.

Senior support for a paperless onboarding project ensures staff are motivated and encouraged to change entrenched processes.

## About Navigo

Navigo works with medium to large organisations by bringing innovative solutions in org charting, workforce modelling, workforce analytics and planning.

We love working in niche areas providing solutions to problems not solved or not done well by the core HR platforms.

HROnboard is our latest labour of love and our aim is two-fold – an awesome new hire experience and a painless back office.

**Find our more about HROnboard at [www.hronboard.com.au](http://www.hronboard.com.au)**