



## **The complete guide to HROnboard**

*Engage your new hires. Set HR free.*

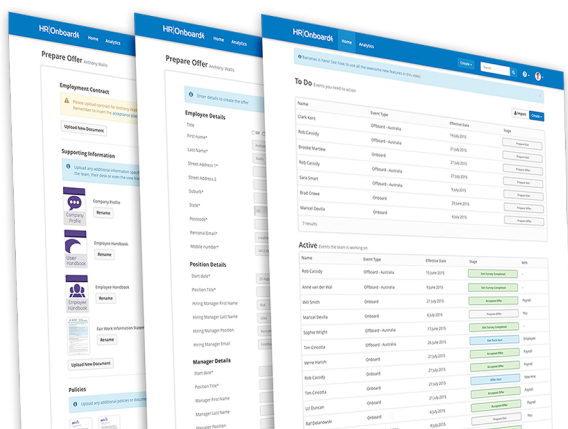
“ When onboarding is successful, new employees will feel more engaged, they'll be more motivated to perform well, and they'll be that much more ready to contribute to the bottom line. ”

*- Aberdeen Group*

## Australian\* Employee Onboarding Software

HROnboard is employee onboarding software that helps you create, send and manage job offers for your new hires. It's simple to use and integrates with your systems, giving your new hires an awesome experience and freeing HR from administrative tasks.

*\*including Kiwis, of course*



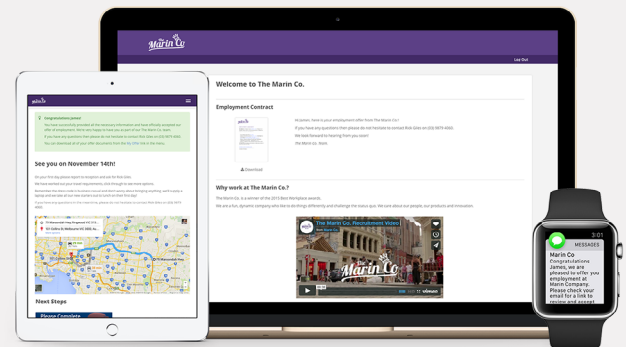
### Cut down on administration Automate your offer management

Create your ideal workflow. Generate contracts, auto-complete forms, assign tasks and send job offers for internal review. HROnboard gives you the time to focus on your people, not your processes.

### Engage your new hires

Simple and intuitive job offers

Welcome new hires through your unique, branded portal. Offer acceptance is quick, easy and online. Using HROnboard, new hires can accept their job offer in minutes - without picking up a pen.



### Built for Australia and NZ

Secure, open cloud platform

We keep your data within Australia, we include all the necessary government forms (TFN, SuperChoice, Kiwisaver and more) out of the box, and our support team are located in Melbourne. Home-grown employee onboarding!



## Why HROnboard?



### Flexible and quick job offers

Guide your new hires through the perfect employee onboarding workflow. Candidates can accept offers on their mobile device in minutes.



### Government forms out of the box

Legislative forms for Australia, New Zealand, UK and the US are included "out of the box". Any country, any employment type.



### Contract and Form Generation

Generate professional, compliant contracts based on your business rules. You can also upload forms, policies and PDFs with one click.



### Integrate with your systems

Connect to your recruitment and HR Systems using our Rest Based API's, or use our ready to go connectors for seamless integration.



### Streamline your HR administration

Forget emails and phone calls. Use task lists and automation to ensure the right people know what to prepare for your new hire on Day 1.



### Secure software. Built by experienced HR pros.

HROnboard is built by the team at Navigo, HR Tech experts with 20+ years experience working with more than 500 customers across Australian and NZ.

## Features Summary

### New Hire Portal

- ✚ Online completion and acceptance of offers
- ✚ New hire portal with your logo and colour scheme
- ✚ Configurable content including video, documents and images
- ✚ Social widget plug-ins (Facebook, LinkedIn, Twitter) Google Maps integration

### Offer Management

- ✚ Bulk import of offers from CSV
- ✚ Multiple offer types for different employment types (contractors, new hires etc)
- ✚ Up to 3 levels of review before offer sent to new hire
- ✚ Full audit trail of new hire actions during offer acceptance Offer dashboard showing progress of offers

### Document Management

- ✚ Required Government forms included for Australia, New Zealand, US and UK
- ✚ Default and add supporting information and policies against offers
- ✚ Upload your own prepared contract per offer
- ✚ Insert placeholders into documents to populate offer information
- ✚ Generated PDF documents with offer information
- ✚ Dynamically build contracts based on your business rules
- ✚ Build additional forms to capture additional information in the new hire process

### Offboarding

- ✚ Generate exit documentation based on document templates
- ✚ Support for Australia Fair Work Guidelines
- ✚ Included exit survey or link out to your own
- ✚ Branded Exit Portal with documentation and online forms
- ✚ Custom exit surveys

### Notifications and Tasks

- ✚ Email notifications to back office users triggered at offer stages
- ✚ SMS notifications to new hire when offer sent
- ✚ Assign tasks to new hires and back office users
- ✚ Use task lists to group and allocate repeated tasks

### User Management

- ✚ Define roles to restrict user permissions
- ✚ Assign users to groups to restrict what offers they can see
- ✚ Electronic acceptance of offer with full audit trail
- ✚ Two factor authentication for candidates to accept offer

### Internationalisation

- ✚ Required Government forms included for Australia, New Zealand, US and UK
- ✚ Define multiple corporate entities
- ✚ Show offers in multiple languages

### Technology, Security and Infrastructure

- ✚ Choice of location for data hosting (Australia, US, EU)
- ✚ Mobile friendly candidate portal and back office interface
- ✚ Emails sent from your domain
- ✚ All traffic encrypted over HTTPS
- ✚ SAML/SSO Support

### API's and Integration

- ✚ User import and export offers via CSV
- ✚ Open REST based API's to create and manage offers
- ✚ Included developed payroll connectors

### ✚ *Enterprise Edition Features*

## Pricing and ROI

From **\$2,500**  
per annum

*\*12 month Standard Edition subscription, incl. 50 onboards.*

Here's an example for an organisation onboarding 100 new hires each year.

### Manual Onboarding vs HROnboard

Mail and print costs of sending offers	\$10		\$0		
Offer pack preparation and new hire processing	\$88	2 HOURS	\$22	0.5 HOURS	75% faster
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
HR time costs per new hire	\$420	8 HOURS	\$22	0.5 HOURS	
Annual HROnboard Investment	\$0		\$4,500		\$45 per onboard
Annual cost of onboarding 100 onboards	\$41,956	800 HOURS	\$6,709	50 HOURS	84% cheaper
<b>Cost over 3 years</b>	<b>\$125,869</b>		<b>\$20,127</b>		

See more information on our pricing at [hronboard.me/pricing](https://hronboard.me/pricing)

## Ready to take your employee onboarding to the next level?

To really understand how big a difference HROnboard will make for your team and your candidates, you need to see it for yourself.

We also offer free, no obligation demonstrations of HROnboard both online and at your office, where you can try out HROnboard and ask an Onboarding Specialist all of your questions.

To find out more, watch a demo at  
**[get.hronboard.me/watch-the-demo](https://get.hronboard.me/watch-the-demo)**

