Adobe solutions for HR onboarding and offboarding

Use the Adobe Human Capital Applications Solution Accelerator to speed deployment of Adobe® LiveCycle® ES software in the enterprise

As organizations look to identify, cultivate, and manage their employees, they face a number of challenges in managing the onboarding of new talent. Not only can it take significant time and resources to identify new employees and bring them into the company, but it typically involves numerous participants and interactions with various systems and processes. Additionally, organizations are faced with the challenge of securely managing the influx and departure of both permanent and temporary employees.

Every employee, including applicants and departing employees, serves as a company ambassador. Inefficient or inaccurate human resources (HR) processes that frustrate prospective new hires or ex-employees can hurt a company’s image, increase HR costs, or expose the company to regulatory risk. Adobe solutions for HR let organizations help new employees get up to speed quickly, extend the reach of processes to applicants and partners beyond the firewall, provide information security features for personnel data, enable companies to capture data more efficiently, and integrate with existing enterprise systems.

Adobe LiveCycle ES (Enterprise Suite) can help automate forms-based data collection and manage correspondence of all types across the enterprise. The Adobe Human Capital Applications Solution Accelerator for onboarding new hires and offboarding departing employees helps HR departments automate manual processes, boost new employee productivity, and reduce the risk of losing valuable intellectual property.

How Adobe technology adds value

Many organizations already use Human Resource Management Systems (HRMS) software to manage their workforces. Yet HR software often requires extensive customization and extension for many common workflows used by HR professionals, employees, and job applicants, particularly for those outside the firewall.

With Adobe LiveCycle ES, enterprises can deploy an end-to-end solution that works with legacy HR software to automate paper and electronic communications and to collect data from applicants and employees. LiveCycle ES can also help you extend interactions to users outside the firewall, enable more personal, easy-to-use processes, and improve interactions and employee engagement with legacy HR systems.
Adobe LiveCycle ES and the Human Capital Applications Solution Accelerator can enable organizations to:

- Deliver a personal touch for onboarding and offboarding processes
- Improve data quality, security, and privacy
- Accelerate new employee ramp-up regardless of location
- Help reduce HR support costs with self-service
- Merge data from multiple sources into a single form or document
- Provide extended reach and information assurance
- Integrate with existing HR, enterprise resource planning (ERP) systems and archiving systems
- Integrate electronic forms with digital signatures to indicate acceptance or completion of key documents
- Provide an audit trail for legal or regulatory compliance

Business value
- Create and deliver personalized, more secure applicant and employee interactions
- Improve accuracy and drive efficiency by reducing manual (and duplicate) data entry
- Help cut support costs with improved self-service
- Help ensure compliance with regulations such as Sarbanes-Oxley and equal-employment mandates
- Minimize risk of losing sensitive information

Automating key onboarding and offboarding processes

How Adobe streamlines onboarding and offboarding

Employers want onboarding and offboarding communications to be personalized, compliant, and cost-effective. With Adobe LiveCycle ES and the Human Capital Applications Solution Accelerator, companies can streamline data collection, help secure employee data, dynamically generate welcome and exit packages, reduce compliance risks, and minimize loss of sensitive information or property.

Generating unscheduled, one-off communications with applicants and existing employees can be expensive and time-consuming because each instance can involve extensive personalization. By pulling applicant or employee data from multiple systems, Adobe solutions simplify and streamline customized HR communications and automate data collection for compliance.

Onboarding with Adobe

In a typical onboarding process using HR with Adobe solutions applicants need only a web browser, an e-mail account, and the free Adobe Reader® software.

- Using such parameter as job type and location, the system can dynamically assemble a job application package of forms and other information and automatically generate a customized e-mail with a secure login and password for each prospective applicant. Job applicants then log in to a portal, review and complete the forms, and submit the application online, keeping a personal PDF copy for themselves. If wet signatures (non-electronic) are required, the user can fill out the form online and print it. The system will generate a barcode that associates that form with the applicant’s information.
When HR receives the application, it is submitted to a process for approval and to extract data for back-end processing. If wet signatures are required, the barcode on the applicant’s signed paper form is scanned to capture the applicant’s data electronically and to minimize data entry and validation.

If an applicant is hired, the HR staffer can dynamically assemble a new hire package and offer letter, and notify the new hire with a personalized e-mail that includes a secure login and password for the potential new hire to use.

The successful applicant logs into a portal, reviews and fills in the required forms, accepts the job by signing the offer letter electronically, and confirms the start date before submitting the completed package to HR via the portal.

When HR receives the completed new hire package, it is submitted to a process for approval and final validation. Using the start date, the HR staffer generates a provisioning checklist of physical and logical assets (computer, phone, desk, business cards, safety equipment, and so on) and services (benefits, payroll, and so on) that the new employee needs. The checklist then initiates processes to notify providers both inside (IT, security, and so on) and outside the enterprise (benefits and payroll) to have the provisions ready when the new worker starts.

The HR staffer generates a new hire welcome kit, with materials and checklists for the employee's first day plus links to online orientation material and training, also known as e-Orientation and e-Training.

### Offboarding an employee with Adobe

The offboarding process works much the same, using automated workflows and forms to capture information.

HR staffers generate an exit package and create a personalized e-mail for the departing employee. The employee also receives a secure login and password for access to the exit package. In addition, the HR staffer generates a deprovisioning checklist that automatically removes the departing employee's physical and logical access to company assets on the appropriate date.

The departing employee logs in to the portal to complete and sign exit forms and correspondence, including an exit survey.

After the HR staffer receives, reviews, and approves the employee's exit materials, the exit package is archived in the company’s existing document management, HR, and ERP systems.

### Return on investment

Efficient onboarding and offboarding processes aren’t just for corporate image or employee convenience—they can boost operations too. Aberdeen Group research found that top-performing companies with formal onboarding procedures saw a 31% improvement in new employee engagement and a 24% decrease in time to productivity for new hires. For a multinational organization that will be implementing self-service, savings in HR support costs are expected to be reduced by $75 per employee.

To operate efficiently, companies need their new hire and employee onboarding and offboarding processes to work efficiently. Adobe software solutions support best practices for employee communications and can provide necessary personalization, security, and compliance. With Adobe LiveCycle ES and the Human Capital Applications Solutions Accelerator, HR organizations can streamline data collection, protect employee data, dynamically generate welcome and exit packages, reduce compliance risks, and minimize loss of intellectual and physical property. Best of all, Adobe software helps organizations create processes that are cost-effective and easy to use for both HR department staffers and employees joining or leaving the organization.