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## Digitize the Employee Lifecycle with DocuSign

The world is quickly adopting digital, mobile workflows and HR departments have to adapt. Today's employees and candidates expect flexible employer interactions digitally from anywhere on any device at any time.

### Delight candidates and reinforce your company's image

Today's workforce has grown up in a digital world and their expectations for workplace experiences are higher than ever. Printing, signing, scanning or physically returning paperwork such as NDAs, offer letters and releases for background checks is not only a hassle for the candidate, but also reinforces the perception that your company is outdated. DocuSign solutions for HR provides candidates a simpler, digital-friendly hiring experience, enabling them to complete all paperwork wherever they are on almost any device, while establishing a digital-first image of your company.

### Modernize your employee experience

HR departments are evolving from an administrative team into a strategic team that optimizes a company's most important asset – it's people. But it's not enough to provide an amazing experience for your candidates and new hires, it's also critical to provide a positive employee experience for your HR team. With DocuSign, you can conduct various paper-based processes digitally, meaning you'll cut cycle times, dramatically improving HR operations productivity while streamlining the employee's experience.

### Securely ensure data accuracy and simplify compliance

In today's increasingly regulated business environment, it's critical for HR organizations to demonstrate compliance with key processes such as new hire identification checks, security signoffs and audits. Securely managing data has never been as important. With manual processes, companies risk having sensitive and critical data compromised. When it comes to unregulated processes, mistakes in paperwork can not only be costly to the business but can also cause legal trouble. Electronic forms ensure employees don't miss an entry and improve data integrity, while automated reminders help maintain compliance.

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## Results

**80%**

reduction in turnaround time by HR organizations who've modernized their system of agreement

**\$50**

average savings for every job offer extended

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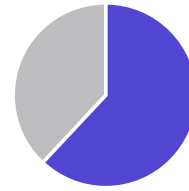
**“DocuSign has changed the way we recruit and hire employees. At this point, the team can't believe that we used to manage hiring by sending everything out on paper.”**

**Summer Ford**

Senior Director of Recruiting Operations  
Salesforce

## Improve operational efficiencies & employee experience

62% of HR departments process more than 500 agreements every month. That's a ton of agreements. With the volatility and uncertainty in today's economy, organizations need to invest in technologies that streamline their HR department's workloads. In fact, the processing of agreements can take over 25% of an HR professionals' time.<sup>1</sup> Imagine how much time your employees and HR team would get back with a fully automated, digital system of agreement that seamlessly connects to your existing HCM, ERP and ATS systems.



**62%**  
of HR departments process  
500+ agreements per month

## DocuSign solutions

Every day, organizations lose the opportunity to acquire and retain amazing candidates simply because they're stuck using outdated, traditional HR systems and processes. Document management is just one of the critical HR processes that creates bottlenecks across teams when not managed right. DocuSign solutions for HR allows any HR professional to streamline processes across teams, cut costs, improve compliance and free up staff time for more critical HR functions. Here are some of the features that make the DocuSign solution so effective.

### eSignature

Send and capture signatures for employee agreements in minutes from virtually anywhere, on any device while maintaining a complete audit trail.

### DocuSign CLM

Manage the full agreement lifecycle for complex contracts with document generation, redlining, real-time negotiation, automatic signature routing to the right stakeholder to sign, drag-and-drop workflows and powerful search.

### Identify

Verify new hire identities with DocuSign ID Verification to complete critical steps in the onboarding process.

### Click

Enable customers to capture consent to standard terms with a single click on a website or mobile app.

## Use case examples

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### Recruiting

- Offer letters
- NDA's
- Background check consent
- Applications
- Recruiting agency agreements

### Onboarding

- W-4 and state tax forms
- I-9 forms
- Handbook acknowledgments
- Payroll forms/Direct deposit forms
- Travel & expense policy
- Relocation policy and execution
- Equipment requisitions
- IT provisioning
- IT access controls
- Workplace access

### Compensation

- Bonuses
- Sales and variable compensation
- Stock agreements
- Relocation agreements
- Overtime requests
- Time sheets
- Direct deposits

### **SMS Delivery**

Enable customers to request signatures instantly, from anywhere, with real-time SMS notifications.

### **Bulk Send**

Gain visibility and monitor essential information around bulk send batches and envelopes.

### **Powerforms**

Automate the signing process by enabling signers to initiate forms, capture data from anyone and pull data into existing apps.

### **Monitors**

Protect agreements with round-the-clock activity tracking.

### **Integrations**

Embed DocuSign into your existing tools with 400+ prebuilt integrations including Workday, SAP SuccessFactors, Oracle HCM, Greenhouse and more.

To learn more, go to [docusign.com/hr](https://docusign.com/hr).

### **Compliance**

ISO 27001 compliance processes

New hire checkoffs

Security checkoffs

Audit support

Training and education

Labor relation

Policy distribution

### **Performance management**

Performance evaluations and improvement plans

Goal documentation

Leave of absence

Employee training

### **HR admin**

Contractor agreements

PTO requests

ACA documentation

Role changes

Security and training materials

Annual policy updates

Contractor agreements

Internal approvals

Disciplinary actions

### **Benefits**

Benefit summary plan descriptions

Contracts

Required annual notices

Qualified life events

Enrollment

### **Offboarding**

Termination certificates

Stock and severance notifications



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#### **About DocuSign**

DocuSign helps organizations connect and automate how they navigate their systems of agreement. As part of its industry-leading product lineup, DocuSign offers eSignature, the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, over a million customers and more than a billion users in over 180 countries use the DocuSign platform to accelerate the process of doing business and simplify people's lives.

[fujifilm.com/fbau](https://fujifilm.com/fbau)

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