Simplify External Workforce Management with Digital Processes

Organizations across many industries rely on external workforces to meet ever-changing staffing needs. Employees now represent only 58% of workforce spend, with the other 42% going to external resources. Seasonal hiring is common for retail stores, financial service providers and any organization that experiences periodic surges in business transactions. Modern HR and procurement teams rely on DocuSign to manage the neverending workforce expansion and contraction more efficiently.

Hire and onboard contingent workers remotely and digitally

Hiring, onboarding, training and communicating with employees is critical to business success. If these workflows are not managed efficiently, it can create a series of new administrative headaches. With DocuSign eSignature, employees can sign onboarding paperwork quickly and securely. HR teams can also rehire furloughed employees by sending recall offer letters and managing other important forms such as W-4 and I-9 using prebuilt employee templates. DocuSign ID Verification makes it possible for HR to capture and validate employee IDs electronically.

Ensure 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 check-offs and audits. And, even when it comes to non-regulated processes, mistakes in paperwork can be costly. Electronic forms ensure employees don’t miss an entry, while automated reminders help maintain compliance.

Update policies securely and efficiently

DocuSign’s bulk send and PowerForms features make contract preparation and distribution much easier. Policy agreements can be sent in bulk and signed by contractors using eSignature, which automatically routes key information to other business systems through integrations. By automating the policy update process, your HR team can eliminate manual data entry, ensure accuracy and relieve administrative headaches.

Contract negotiation and management

To manage the volume of work done with external workforces, organizations need to analyze incoming contracts quickly to understand which liabilities and protections are in place. DocuSign Analyzer uses AI to review language in contracts, proactively identify risk areas and suggest pre-approved clauses.
Streamline staffing even during unpredictable events

Effectively managing a contingent workforce during a global pandemic has its own new set of challenges. It’s never been more important to prioritize employee health and safety. Hiring, onboarding, training and communication processes need to be entirely digital to accommodate an employee base that is either entirely or predominantly remote. If established correctly, these digital processes can ensure that new employees are added to the workforce in a fast, safe and compliant manner.

eSignature

Send and capture signatures for employee and contractor 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 routing to the right stakeholder to sign, drag-and-drop workflows, and powerful search.

Identify

DocuSign ID Verification is fully integrated with DocuSign eSignature, enabling staff to securely verify new hires’ identities as a critical step in the onboarding process.

Integrations

Easily embed DocuSign into your existing tools with 350+ prebuilt integrations, like Workday, SAP, SuccessFactors, Oracle and Fieldglass.

Learn more about how DocuSign can help your HR and procurement teams with external workforce management.

Use case examples

Recruiting
Offer letters

NDA
Background check consent

Onboarding
W-4 and state tax forms
I-9 forms
Handbook acknowledgment
Payroll forms
Equipment requisitions

Compensation
Bonuses
Sales and variable compensation
Stock agreements
Relocation agreements

Performance management
Performance evaluations and improvement plans
Goal documentation

HR admin
Contractor agreements
ACA documentation
Role changes
Security and training materials
Annual policy updates

Benefits
Benefit summary plan descriptions
Contracts
Required annual notices

Off-boarding
Termination certificates
Stock and severance notifications