DocuSign®

Agreement Cloud for human resources

The world is moving to a digital, mobile place and it's because of this shift that HR departments have to adapt. Today's employees and candidates expect digital, mobile experiences and they expect them from any device at any time.

Everyday, organizations lose the opportunity to acquire and retain amazing candidates and to grow their businesses, simply because they're stuck using outdated, traditional HR systems and processes. Document management is just one of the critical HR processes that continues to create bottlenecks across teams when not managed right. Docusign 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.

Delight candidates and reinforce your company's image.

Today's workforce has grown up in a digital world and their expectations for digital, mobile experiences are higher than ever before. 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 it creates a less than ideal depiction of your company. DocuSign for HR provides candidates a simpler, digital-friendly hiring experience, enabling them to fill out and sign all paperwork wherever they are on whatever device they prefer, while reinforcing a digital-first image of your company.

Modernize your employee experience.

HR departments are evolving from an administrative team into a strategic team that manages 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. HR regularly manages a variety of documents such as vacation requests, benefits enrollment, and performance plans. Physically distributing documents on paper and requiring wet signatures is cumbersome and time-consuming for all involved. With DocuSign, you can conduct the process digitally end-to-end, meaning you'll cut cycle times dramatically while streamlining the employee's experience.

Common HR agreements

With DocuSign, you can automate a wide variety of processes.

W-4 and state tax forms
I-9 forms
Direct deposit forms
Handbook acknowledgment
Travel & expense policy
Social media policy
Required annual notices
On-boarding checklist
Off-boarding checklist
Candidate NDAs
Offer letters
Consent for reference checks
Release for background check
Termination certificates
Separation and release agreements
PTO requests
Contractor agreements
Benefit summary plan descriptions
Sales and variable compensation
Stock option plans/options grants

Streamline cross-functional collaboration.

HR often times relies on collaboration from various teams within their company in order to get tasks completed. Many of these HR processes rely on requests and approvals from individuals scattered throughout the organization, including Legal, Finance, Procurement and more. Providing the necessary approvals in a timely manner can be challenging. With DocuSign, users have an intuitive, easy-to-use interface. They receive alerts and notifications in their inbox so they can quickly and easily move requests along. Advanced workflow capabilities enable requestors to customize signer order, making the process faster and more collaborative.

Boost visibility across the organization.

When HR processes documents or forms the traditional way, it's often difficult to understand exactly where things are in the process, to get a headcount of employees who have signed key forms, and to remind employees who have yet to sign. With DocuSign, you can see where each document is and who has yet to sign. Dashboards provide current status, while reports enable you to track and analyze your progress over time. You'll be able to keep a pulse on the overall health of your business with visibility into completion rates and status of documents across teams and departments. And as your organization grows, there's a need to communicate with larger groups of people internally, DocuSign's Bulk Send feature allows for one to many sending and signing, giving you time back in your day.

Ensure 100% accuracy and compliance.

In today's increasingly regulated business environment, it's critical for HR organizations to demonstrate compliance with key processes such as new hire check-offs, security check-offs, and audits. And, even when it comes to non-regulated processes, mistakes in paperwork can be costly. DocuSign is a better way to ensure accuracy and demonstrate compliance than traditional document management processes. Electronic forms ensure employees don't miss an entry, while automated reminders help ensure 100% compliance. DocuSign also provides a complete audit trail and document retention capabilities.
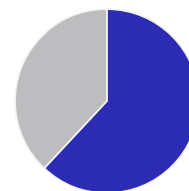
Improve operational efficiencies.

62% of HR departments process over 500 agreements every month. That's a ton of agreements! In fact, the processing of agreements can take over 25% of an HR professionals' time (source: Forrester). Imagine how much time your HR team would get back with a fully automated, digital system of agreement that connects to your existing HCM, ERP and ATS systems.

Agreement Cloud for HR products

E-signature
SpringCM
Integrations

Sample customers

DocuSign integrates with many existing HCM, ERP and ATS systems, including Greenhouse, Jobvite, Workday, SAP SuccessFactors and more.

salesforce

intel

Scribe

62%
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Drive digital transformation.

Every HR agreement from candidate NDAs and offer letters to role changes, policy updates and severance agreements all need to be prepared, signed, acted-on and managed. HR organizations who've modernized their system of agreement have seen turnaround times reduced by up to 80%, average savings of $50 for every job offer extended, and a superior employee experience that allows signing anywhere, at any time, on practically any device. And, your HR professionals can spend more time on HR, not paperwork and manual tasks.

DocuSign for HR is with you every step of the way, from hiring all the way to retiring.

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About DocuSign

DocuSign helps organizations connect and automate how they prepare, sign, act on, and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature: the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, more than 537,000 customers and hundreds of millions of users in over 180 countries use DocuSign to accelerate the process of doing business and to simplify people's lives.

DocuSign, Inc.
221 Main Street, Suite 1550
San Francisco, CA 94105

docusign.com

For more information
sales@docusign.com
+1-877-720-2040