

# How to recruit, support, and retain your hybrid government workforce

The world is moving to a digital, mobile experience. In order to recruit, onboard and retain employees, government HR teams need to adapt. As the government wrestles with how to be a more attractive employer for today's workforce, it is important to demonstrate the use of technologies that streamline operations and minimize frustrations. DocuSign creates digital processes that seamlessly integrate with your HR systems to increase efficiency, modernize the overall experience and improve accuracy—so you can attract and retain top talent.

## Speed up recruiting, hiring and onboarding

### Improve operational efficiencies to quickly grow your workforce

Human resources processes are often manual, paper-intensive and involve multiple stakeholders. Most HR departments process 500+ employee forms every month, which can take over 25% of an HR professional's time.<sup>1</sup> Additionally, it takes 3 times as long to hire in government compared to the private sector.<sup>2</sup> By digitizing and automating these processes, you can quickly move candidates through the hiring and onboarding process.

## Support a flexible, hybrid workforce

### Empower employees to achieve your mission from anywhere

Today's workforce has grown up in a digital world and their expectations for digital, mobile experiences are higher than ever before. Streamlining processes means offering better collaboration tools that improve communication. Reducing "friction" in the process also improves employee productivity and morale, which leads to better customer experiences, as employees can devote more time and attention to customer needs.

## Improve accuracy and simplify compliance

### Seamlessly verify employee identity and information

In today's increasingly regulated environment, it's critical for HR to demonstrate compliance with new hire identification checks, security clearance, badge access, audits and other key activities. And when it comes to non-regulated procedures, mistakes in paperwork can be costly. Electronic forms ensure employees don't miss an entry, while automated reminders help maintain compliance.

## Results

**80%**

of DocuSign agreements are completed in less than a day

**\$36**

average savings per document

## Government HR success stories

California Department of Corrections and Rehabilitation used DocuSign PowerForms to streamline vaccination consent from over 23,000 non-remote employees who were eligible for the shot. [\(Source\)](#)

The City of Memphis used DocuSign eSignature to eliminate errors in new hire paperwork and streamline timesheet approvals for contract workers. [\(Source\)](#)

The New Mexico Educational Retirement Board used DocuSign to accelerate the retirement application process from two weeks to two days. [\(Source\)](#)

**"Our chief HR officer has always had a vision of us becoming a paperless organization—and we've implemented a number of solutions to help close the gap. DocuSign is helping to bring that whole wish list together."**

Kimberly Bailey  
CIO  
City of Memphis

<sup>1</sup> A commissioned study by Forrester Consulting on behalf of DocuSign, January 2020

<sup>2</sup> [Public Sector HR Trends for 2021](#)

## The DocuSign Agreement Cloud for Human Resources

Today's workforce has grown up in a digital world, and they expect mobile, connected experiences. Printing, signing, scanning or physically returning paperwork such as offer letters, releases for background checks, and employee handbook acknowledgements is a hassle and reinforces the perception that your company is outdated. The DocuSign Agreement Cloud for Human Resources offers a simpler, digital-friendly hiring experience, enabling candidates and employees to sign all paperwork wherever they are, on whatever device they prefer.

### eSignature

Send and capture signatures for candidate and employee agreements in minutes with beautiful mobile forms that work on virtually any device while maintaining a complete audit trail. Further automate processes with advanced workflows.

### PowerForms

Automate the staff signing process by generating and embedding self-service forms, capture signatures and data from anyone (even if they don't have a DocuSign account), reduce document preparation time, and pull collected data into your existing applications effortlessly.

### Bulk send

Easily import a .CSV file with your list of contacts and send one-to-many employee agreements to multiple recipients at the same time, thus eliminating the need to create and send separate envelopes.

### SMS Delivery

Instantly reach candidates and staff on their mobile devices with real-time updates by sending SMS notifications and linking directly to contracts within the notifications, so they can sign important documents from their phone wherever they are.

### CLM

Manage the full hiring and onboarding process for complex employment agreements from automated generation and real-time negotiation to drag-and-drop workflows and powerful search.

### Integration

Easily embed DocuSign into your existing tools with 350+ pre-built integrations, like Workday, SAP SuccessFactors, Oracle HCM, Greenhouse and many more.

## 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

- Employee time cards
- Overtime request form
- 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
- Severance notifications



### 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, over a million customers and more than a billion users in over 180 countries use the DocuSign Agreement Cloud to accelerate the process of doing business and simplify people's lives.

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