



Automated New Hire Forms

FEATURES

- ▶ Automatically triggers new hire forms upon hire
- ▶ Prevents missing, incomplete and illegible paperwork
- ▶ Ensures consistency and assists with compliance in hiring process

First Advantage's Applicant Tracking Solution continues your company's transformation to paperless onboarding with an automated new hire forms module that pre-populates employment paperwork specific to the individual position for which a candidate is hired, manages its electronic storage and feeds new employee data directly into your document management system or HRIS.

Once a candidate is selected for employment, the new hire forms module automatically carries all information first captured in the employment application through to all standard and job-specific new hire forms. New employees then fill out the remaining information online or at a corporate kiosk.

As the candidate completes each form the system updates the forms list within the candidate record in real-time so the recruiter and/or hiring manager knows what's outstanding at all times. The system also routes completed forms to your human resources department and feeds the data directly to your payroll and document management systems.

This system can accommodate an unlimited number of company or job-specific forms and new forms can be added at any time. The standard forms delivered with the new hire forms module include:

- ▶ I-9
- ▶ W-4
- ▶ Workers' Compensation Form
- ▶ Computer Use Policy
- ▶ Direct Deposit Form
- ▶ Confidentiality Receipt
- ▶ Drug Test Consent
- ▶ Handbook Receipt
- ▶ Emergency Contact Form
- ▶ Tips and Compliance Form

For more information, contact us at 866.400.FADV (3238), TAS@FADV.com or visit us at www.FADV.com/Employer