



Onboarding Task Management

FEATURES

- ▶ Provides consistency and legal compliance for onboarding processes
- ▶ Helps ensure audit compliance
- ▶ Ensures provision of all supplies and access points on an employee's first day of work

First Advantage's Applicant Tracking Solution continues streamlining and simplifying human resources processes with the addition of onboarding task management. This module automates the assignment and tracking of employee onboarding tasks and provisioning of job-specific supplies.

The task management module automates the assignment and tracking of employee onboarding tasks within the applicant tracking system (ATS). The functionality this module adds to the ATS ensures that new hires have everything necessary to start working on day one reducing the time to optimum productivity.

Across your organization, everyone involved in procuring, provisioning, or preparing for a new staff member to start work is electronically notified of a new hire and the specific items that require their attention. They also have immediate access to all necessary information to accomplish their tasks. Each task is tracked to completion with real-time status updates provided to human resources and/or the hiring manager.

With easy template based onboarding tasks this process can be managed entirely by hiring managers. System administrators can define and identify the different types of onboarding needs allowing hiring managers to only see the options applicable to a specific position. Hiring managers or human resources staff then select from default values based on the onboarding template.

For more information, contact us at 800.400.FADV (3238), TAS@FADV.com or visit us at www.FADV.com/Employer