

myStaffingPro[®] Onboarding System

Process New-Hire Paperwork More Efficiently



Make a great first impression on newly hired employees by eliminating the need to complete paperwork manually on their first day. With myStaffingPro's onboarding solution, you can electronically collect, sign, and store new-hire documents before an employee's start date.

Improve Productivity

Enable new hires to complete their pre-hire paperwork online from any computer.

Reduce Administrative Costs

Eliminate duplicate data entry and filing costs with an online process that provides 24/7 access to data.

Manage Your Process

Create and manage your onboarding process with a specialized administrative interface. The standard process can be easily modified at no additional cost.

Standardize New-Hire Paperwork

Collect Form I-9, Form W-4, state tax forms, and gender and race/ethnicity information by activating the standard offering. You can also collect a new hire's acknowledgement of the employee handbook, company policies, and their application. The wizard-driven process ensures that all materials are completed.

Improve Communication

Stay up to date on the new hire's onboarding progress with status-driven workflows and email notifications. The result is a fluid process that can maintain momentum.

Ensure Data Security

Rest assured that the candidate is submitting information on an encrypted site with dual authentication. A new hire's signed documents are stored in a document vault and assigned a complete electronic signature audit trail.

For more information about additional functionality and pricing, call our toll-free number or visit our website.

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800-939-2462
mystaffingpro.com