



Vacancy Filler Introduce On-Boarding and System Integration – Taking the next step...

Introduction

The Job Offer process is intrinsic to the recruitment process and Vacancy Filler’s On-Boarding module ensures that your new hires are brought into your organisation in a timely and efficient manner. Research by the Aberdeen Group has shown that 60% of candidates decide if they want to stay at the company within the first 6 months – that’s why it’s essential to ensure they have a smooth and engaging On-Boarding process. What’s more, the process can be delegated to the Hiring Managers thus further reducing the administrative burden on the HR and Recruitment team. Candidates will also feel that their hand is being held throughout ensuring a positive experience.

Is this your On-Boarding Process?

In many organisations the process is entirely manual. An HR assistant usually has to pull together the contract templates and then pre-populate the contract with the candidate and job details by manually transposing the data off the candidate’s application form or CV. When compiling a New Starter job pack, the HR assistant will enclose a New Starter Application form, much of which asks the candidate to repeat the process of filling in their details already captured during the hiring process. Thereafter the correct supporting documents are also enclosed making sure that they are complete and relevant to the role, such as your company car policy or data security policy. These items are usually posted out to the candidate who manually completes the forms and then posts them back a few days later. Thereafter, the HR administrator will

Job Offer Sample Preview

Example Email

Send To:
Phoebe Gray;

Subject:
Your Conditional Offer of Employment

Message Body:

Dear Phoebe,

Congratulations on being offered the role of Store Assistant at Hilton.

Your starting salary will be £8.15 phr.

This offer will expire in fourteen days, so to get things rolling please click on the link below as quickly as possible.

You will need to have all of the following to hand in order to complete our onboarding form:

- National Insurance number
- Bank details
- Nomination of both next of kin and beneficiaries
- 2 referees (including your latest employer)

Thanks,
The Recruitment Team

[View Conditional Offer of Employment](#)

If you can't see a button above, please copy and paste the following address into your preferred browser: https://vacancy-filler.co.uk/onboarding/index7uowgEfCuk4_SP4UT2JpO1h1uB0jUULqp79vDIzh4g~

If you need help with any IT / technical issues during your application, please email onboarding@vacancyfiller.co.uk or call 0844 800 9386.

initiate the internal On-Boarding process by notifying the various departments and enter the New Starter details into the HR and Payroll system.

During this time, it is entirely possible that the candidate has decided to accept an alternative job offer, in which case, the recruitment process has to start all over again or at best, look to the other shortlisted candidates to fulfil the role who have probably now gone cold. If this sounds familiar, then please read on.

Integrated On-Boarding

Vacancy Filler's new module is designed to automate this process. It is designed to plug the gap between job offer and entering the New Starter into your HR system. This module will significantly

- Reduce the HR administration effort required to get new employees started
- Reduce the time from offer-to-acceptance giving the candidate less chance to go elsewhere and ensuring that they are absorbed into your organisation as quickly as possible
- Reduce the number of transposition errors as the candidate details are accurately recorded throughout



Conditional Offer Of Employment

Well done! You've shown you've got what it takes to join us as a Store Assistant at Hilton.

You can be proud of yourself. The next step? We'd like you to confirm your decision in the next 14 days, by reviewing the contract online. If you are happy with your offer of employment you'll need to have all of the following to hand in order to complete our onboarding form:

- National Insurance number
- Bank details
- Nomination of both next of kin and beneficiaries
- 2 referees (including your latest employer)

[Read Contract Of Employment](#)

Module Features

In summary, the module will;

- *Generate a tailored Job Offer message to the candidate for acceptance or rejection on-line*
- *If accepted, go onto generate a Contract of Employment by merging the candidate, job description and company contract template data and present it to the candidate to view, download and / or accept on-line*
- *Generate Request to Reference e-mails to the Candidate's referees*
- *Provide follow up documentation in the form of e-mail templates and attachments for issuing important company policy documents*
- *Capture new starter information such as Bank Details, Next-of-Kin, Beneficiary and even uniform sizes, if relevant, using a customisable application form*
- *Provide acknowledgement e-mails to the new employee including login details to your Learning Management System so that they can start the induction process before they walk through the gate*
- *Post the New Starter information electronically to your incumbent HR and Payroll system using Vacancy Filler's flexible Application Program Interface (API).*



Next Steps

If you are interested in learning more about how Vacancy Filler's On-Boarding software could work in your organisation, then please **visit** www.vacancy-filler.co.uk or **e-mail** marketing@vacancy-filler.co.uk or **call 01509 236 434**.

