



## Situation

It's a celebratory stage when a candidate is offered and accepts a position with your organization. It can be short lived for Human Resources, however, as the next step in the process is one of the more paper intensive stages in an employee's lifecycle. The packet of forms that new hires must complete on their first day or in advance of their first day is significant.

Human Resources professionals recognize the growing burden of hiring on a large scale. Regardless of the industry, too much time is spent collating, distributing, and collecting paperwork for hires. The time and cost involved in that process is burdensome and doesn't make a great first impression with your new employees. Even when forms are delivered as electronic attachments, agreements are typically printed for a manual signature. The documentation is still treated like a piece of paper meaning the data still has to be keyed, checked, and verified with all discrepancies reconciled. And, if you have many hiring locations, how can you be sure that everyone is following the same procedures, using the current version of the appropriate forms, and staying compliant with your organization's policies?

## Solution

TALX can make your organization more efficient and save you money by automating your new hire process. Using online forms and electronic signatures, your new hires are guided through your specific checklist in a way that is faster and more convenient to them and you. Our online solution to your paper-based new hire packets includes standard forms that all employees must complete including I-9 and W-4 forms. TALX goes one step further than most providers by storing those particular forms electronically so that you can access and update that information with ease. That can be particularly important for the federal government's I-9 audits in light of recent immigration issues.

TALX will also create any custom forms that your organization requires new employees to complete such as exercise room waivers or acknowledgement of dress code policies. The list

of forms that we can automate for you is equal to the list of forms you currently have in a paper format.

Here is a sampling of the forms that TALX automates:

- Employment Application
- Personal Information
- Emergency Contacts
- I-9
- W-4
- State Forms
- Direct Deposit Enrollment
- Tax Credit and Incentive Questionnaire
- Employment Verification Authorization
- Drug Screen Authorization
- Company Policy Forms and Agreements

This comprehensive online service from TALX also streamlines the process of integrating the new hire data into any HRIS or payroll system, making a smoother process for everyone.

## Value

By managing the accurate collection of new hire information, TALX helps you minimize risk and data errors while promoting consistent practices in the field. Organizations using TALX realize much lower hiring costs and faster integration of new hires. In addition, the overall improvement in efficiency returns time to your staff while improving the information flow during the hiring cycle.

Start your employee lifecycle off right with electronic onboarding. Contact us at **1-800-888-8277** or email [moreinfo@talx.com](mailto:moreinfo@talx.com). Visit our Web site at [www.talx.com](http://www.talx.com).