



A better way  
to welcome  
new hires.

## Onboard

First impressions matter. As competition for top educators is ever-increasing and teacher turnover and staff shortages are well-publicized, assuring welcoming onboarding experiences can improve employee engagement, job satisfaction, reputation and retention. Don't let a stack of paper be the first experience a new hire has — and don't saddle your HR and central office staff with paper stacks, either. Make it easier for human resources administrators and school leaders to maintain visibility and improve efficiency in the onboarding process while ensuring positive first impressions for new hires. It can be that simple.

### Superintendents & School Leaders:

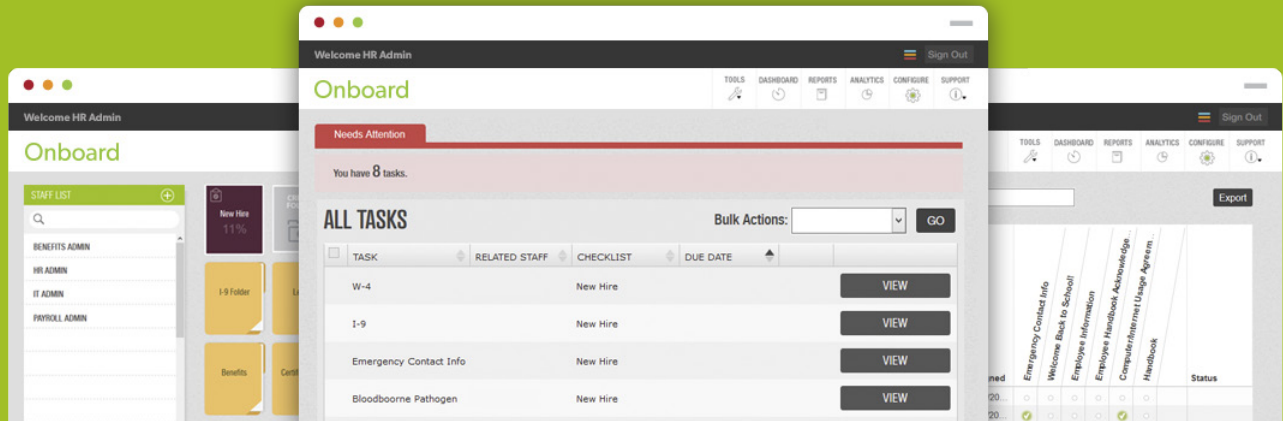
- Ensure your district or institution compliant and audit ready.
- Provide your staff with the best tools available.
- Give your newly hired staff a warmer welcome.

### HR & Office Personnel:

- Eliminate physical filing and document storage.
- Secure cloud storage, safe from fire or natural disaster.
- Organize, manage and find onboarding documents on demand.

### Teachers & Staff:

- Paperless onboarding documents and forms.
- Avoid the "last-minute" scramble with automatic reminders.
- Personal checklist dashboards allows access without waiting for requests to be fulfilled.



## Features & Benefits

### Onboarding Process Management

Welcome new hires by making those multi-page onboarding packets easy to complete and maintain. For returning employees, yearly orientation paperwork and tasks are just as simple.

### Custom Smart Digital Storage

Documents and files are easily searchable and filed automatically to your desired destination. Import, route, and purge with drag-and-click ease. Comprehensive security settings means you control who can access what.

### Customizable E-Forms

Build and customize onboarding forms for seamless, paper-free filing.

### E-Signatures, Automatic Workflows

Completed forms are forwarded to appropriate stakeholders for review and signature, all without leaving the keyboard.

### Document Retention Rules and Policies

Set the life-span of documents, whether it's a few months or many years, so you're always in compliance and audit-ready.

### Quickly Identify What's Missing

No digging through personnel folders to discover something's missing or incomplete. With user-friendly reports and checklist completion dashboards, see what each employee is missing, what's due and what's expiring.



## The Solution for K-12 Strategic Talent Management

By providing intuitive software to attract, hire, develop, and retain the best teachers and school leaders, we can help dramatically affect student achievement.

More than 5,000 districts and institutions (public, charter, and private) nationwide rely on our innovative and affordable solutions to stop managing paper and focus on what's important — finding and developing the best teachers and staff and helping them grow.

TALENT SOURCING

APPLICANT TRACKING

ONBOARDING

PROCESS & RECORDS  
MANAGEMENT

PERFORMANCE  
MANAGEMENT