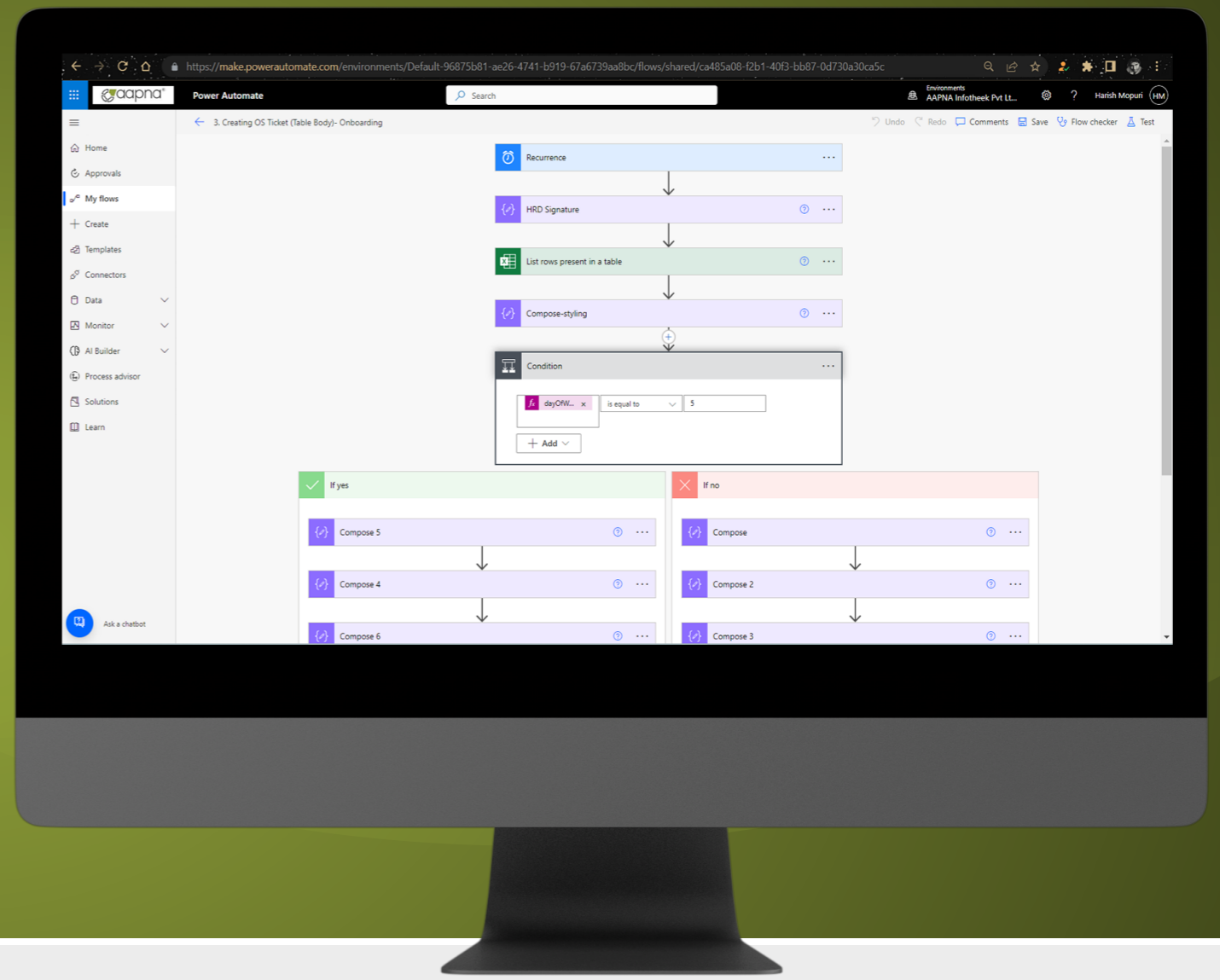


# Onboarding Process Automation



## Introduction

We recently automated the entire on-boarding process of new employees for a mid-sized IT company. The automation resulted in considerable savings in both time and effort and was a huge win-win for all stakeholders.



## Key Challenges

The existing on-boarding process was highly manual, involving multiple departments such as recruitment, human resources (HR), IT and project management office (PMO) and had become increasingly difficult to manage. Some of the key challenges were as follows



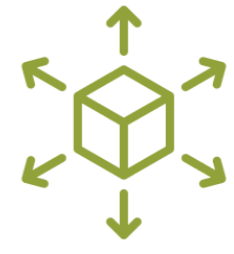
Highly manual and labour-intensive process



Prone to errors and omissions



Complex due to involvement of multiple systems and departments



Non-scalable as per company's growth

## Solution Provided

Our RPA team automated all the manual steps of the entire on-boarding process cycle. These spanned across 3 timeframes - before joining, on date of joining and post joining. Key processes that were automated included



Background verification process



Collection of documents



Setup of one-to-one meetings with reporting managers

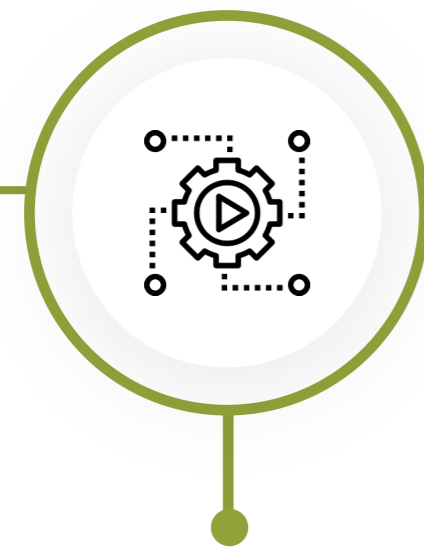


Setup of orientation sessions with different departments - HR, IT and PMO

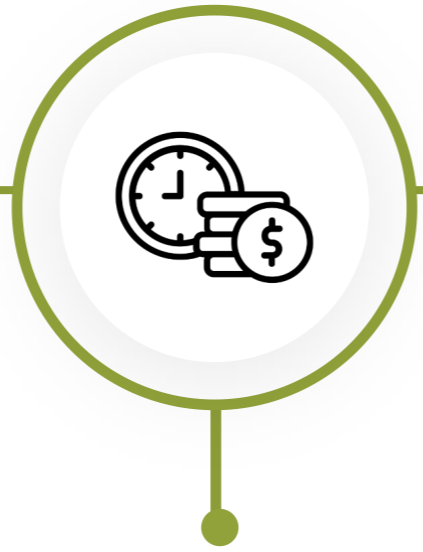


Creation of accounts and credentials across various systems

## Outcome



Automated **20** manual processes



Saved time and money - up to **75** savings

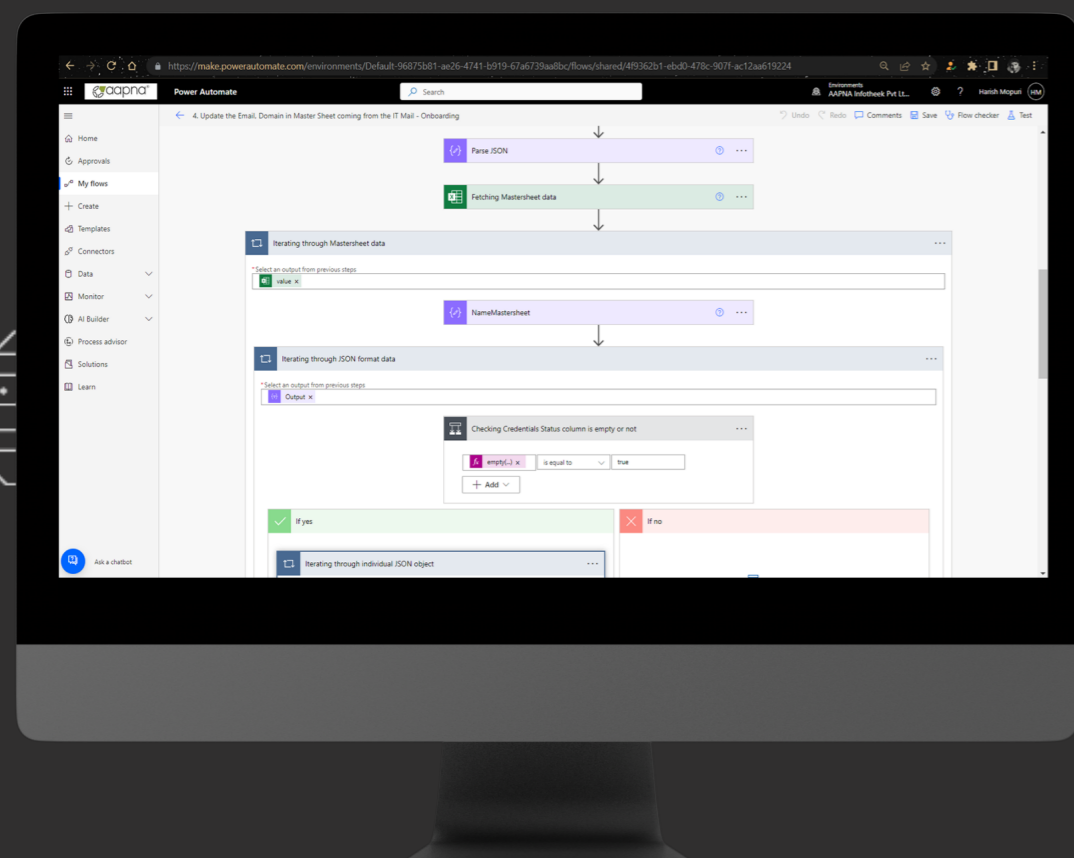


Reduced errors and omissions - to **almost ZERO**



Improved **overall** satisfaction for all stakeholders

## Technologies Used



Power Automate



One Drive



Office 365