



Infor Onboarding

Provide personalized new-hire experiences

Let new hires know they are top priority from Day 1. Start with a consistent preboard approach, and you'll be able to ensure that new employees are seamlessly integrated into your organization. Infor® Onboarding, part of Infor Talent Acquisition, helps acclimate employees into your organization faster, create stronger first impressions, and instill a lasting user experience—starting from day one.

Setting the tone

The time and cost to hire, develop, and retain the right talent poses a major challenge for many organizations. To meet this challenge, you need to invest in progressive strategies and processes that improve the quality of onboarding practices, helping to automate time-consuming tasks, reduce administration burden, and cost. The right onboarding process can positively impact new employees' employment lifecycle and set the desired tone for engagement, job-success, and retention, all aligned to your culture. With Infor Onboarding, you get intentionally designed preboarding processes, so you can introduce new talent to their place within your larger organization.

- Consistently and quickly turn new hires into engaged and productive employees.

Acclimate faster, keep employees longer

Pick up where recruitment and hiring leave off to provide a consistent and personalized user experience that makes your new hires feel welcomed and valued. Plus, with a modern preboarding experience, you can decrease their time to productivity.



Capabilities by role

Infor Onboarding extends the Transition Management capabilities in Infor Talent Acquisition to manage all required communications and activities for employees. You can take advantage of the new onboarding solution that can assist everyone (recruiters, administrators, hiring managers, and candidates) involved in the preboarding process.

Recruiters:

- Kick off a new hire program based on eligibility of the candidate/employee.
- View and monitor their progress from the dashboard.

Managers:

- View new hires' onboarding process, and monitor the status (started/not-started) of the pre-hire program.

- View a summary of tasks assigned to a new hire.
- Communicate with new hires by email about assigned specific tasks.
- View personal tasks.

New hires:

- Receive introduction email notifications to the organization and portal access information.
- Access assigned tasks from the candidate space, and see due date and status summary.
- View relevant and informative organization documentation prior to first day.
- Validate personal data collected as part of the online application process.
- Export form/content to PDF after completion.

Quickly process onboarding tasks

As a vital member of any talent acquisition team, the HR administrator or generalist will have all the preboarding tools they need to support the new-hire and your management with Infor's Onboarding's straightforward, integrated tasks and dashboards.



HR administrator can:

- Export forms that have been reviewed and/or completed.
- Use pre-configured email templates to post notes, send emails, view correspondence and communicate with new hires.
- View personal data collected about a candidate/employee during the onboarding process.
- Embed URLs on landing pages.
- Cancel or delete transition programs if an offer is rescinded or declined.

[Read more about Infor Talent Management solutions >](#)

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