SIMPLIFY
YOUR HR

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PIF TECHNOLOGIES

1370 HOOKSETT RD.
HOOKSETT, NH 03106

(888) 934 - 4443

PIFTECHNOLOGIES.COM

MARKETING@PIFTECH.COM

As an HR professional, you have plenty of balls in the air. Hiring, onboarding, benefits, relationships, and culture are just a small sample of what you do day-to-day. You thrive on multitasking and love what you do, but are there processes that are taking away time from more valuable initiatives and projects?

Learn how you can simplify your HR processes throughout the employee lifecycle, from applying, to hiring, to retiring.

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"STREAMLINING YOUR HR PROCESS BEFORE THE EMPLOYEE IS EVEN HIRED IS KEY."

APPLICANTS

Hiring a new member of your team can be exciting but potentially headache-inducing process. You excitedly post the job on your website as well as other hiring portals. All of a sudden, you start to receive various applicants from all over the place, LinkedIn, Glassdoor, email, even some phone calls. Soon enough you have dozens, maybe even hundreds, of applicants to sort through with no way to keep them managed in one location.

It can be a long process to go through them all, and because they're scattered across the internet, you might miss out on your company's perfect candidate. Streamlining your HR process before the employee is even hired is key. By utilizing an online application form—carefully crafted to your organization's needs—you can ask all the right questions AND be able to view, sort, and manage your applicants.

Having an online application form also means that applicants don't have to jump through hoops to apply. They'll spend less time applying and not feel like a broken record submitting the same information over and over (and over).

THE INTERVIEW PROCESS TAKES AN AVERAGE OF

22.9 DAYS

Streamlining your interviews doesn't mean giving applicants less attention, it means being more intentional with how you spend your time with them. If your first step in interviewing a candidate is to invite them in to meet with every department head, you're wasting your time and the applicant's time. Take a step back and use a phone screen as your first point of contact, while it's no substitute for in-person, you can get a good impression of the candidate's personality and be able to decide whether or not you'd like to move forward with that individual. The best part? Phone screens will take 20-30 minutes, not a few hours of your time.

You could even go a step further and utilize an audio/video interview using services such as GoToMeeting, WebEx, Google Hangouts, Zoom (to name a few). This allows for you to get a closer look at a candidate; it could be "one to many" whereby you have multiple decision makers in the process attend this first video session and then decide as a group do you want to bring them onsite.

You may think, "of course I already do phone screens, who doesn't?" If you are, and you're still finding your interview process takes much longer than you'd like it to, ask yourself: "am I asking the right questions?" There aren't one-size fits all questions for every job you post. Asking position specific questions means you'll get a better understanding of the candidate's abilities for the role vs. the same formulaic answers to generic questions.

Another approach is to collaborate with the hiring manager(s) on "must have skills" and ensure your screening questions address those. As you get further into the interview process, you can then tailor your questions to cultural and behavioral; more specific to your organization.

THE AVERAGE EMPLOYEE SPENDS

13 HOURS A WEEK

ON EMAIL ALONE

WHICH MEANS

28% OF THE WORKWEEK

IS TAKEN UP ON EMAIL

REDUCE YOUR COMMUNICATION

Constantly bombarding your employees with emails, flyers, and phone calls can get frustrating for them and yield poor results for you. If you're frequently sending emails for every little change, update, or event, chances are your employees are going to begin sending those emails straight into their trash.

Rather than spew out constant emails with one or two things of note, compile all the news into a weekly newsletter. By pairing crucial employee information (i.e. tax updates, payroll changes, or similar) with more fun and lighthearted content (i.e. free lunch and learn on Wednesday, food drive for local charity), you're more likely to increase email opens and boost employee engagement.

*Better yet, if you have a large organization and want to create a stronger line of communication, consider utilizing a platform like **Google Groups** to create an in-house social network for employees to share departmental updates, news, and fun things!*

70%
OF EMPLOYEES
DON'T FEEL ENGAGED AT WORK

Source: The Muse

GIVE YOUR EMPLOYEES TOOLS TO BE

EMPOWERED

Time off requests, mileage reimbursements, onboarding paperwork, etc. Your employees have plenty of forms they need to fill out, and maintaining all that paperwork can not only be a hassle, it may not be compliant.

When a new employee joins your team, they could spend upwards of 4 hours filling out new hire paperwork. The typical new team member needs to complete tax forms, benefit elections, and other necessary forms, and requiring them to sit alone at their desk for hours on their first day isn't exactly the best first impression of your organization. Maintain compliance and improve efficiency by utilizing online forms for employee onboarding. Use a digital records management system to securely keep those files on hand from their first day until their last.

Traditionally time off requests and mileage reimbursements are clunky paper forms that can easily get misread or misplaced. Employees would spend time finding, printing out, and filling out the form only to have their request misunderstood or lost completely, forcing them to start the process all over again. Once HR had the request, they would have to manually input the information into the payroll system, taking even more time. Using digital forms makes it simpler for employees to complete them, and simpler for you to monitor days off and mileage use.

By empowering your employees through giving them access to the forms they need, when they need it, you can save time answering questions and inputting information.

43%

OF HIGHLY ENGAGED EMPLOYEES RECEIVE FEEDBACK AT LEAST ONCE A WEEK

Source: Clear Company

SIMPLIFY
YOUR PERFORMANCE REVIEWS

Performance reviews can be a long, arduous process. Oftentimes your employee has to compile all of their achievements, come up with aspirational goals (that may not even be in line with your business'), and sit down with multiple managers for hours, sometimes taking away from beneficial work they could be doing during that time.

Consider changing your format from one massive review annually, to a series of 30 minute check-ins on a weekly or bi-weekly basis. Another option is to do a quarterly review for one hour with a predefined structure to report against goals and behaviors. Creating an open line of communication means that managers will consistently see their employees work, have transparent goals in mind, and reduce time spent going back and forth meeting (and figuring out how to schedule that meeting).

Your employees will appreciate the low-pressure meetings, and managers will appreciate being kept in the loop and less time meeting.

On average
companies spend

$1,367

on each employee's
printing supplies annually

SWITCH TO PAPERLESS

More and more companies are switching to the paperless model. While it may sound daunting, once you have a strong process in place, you'll find yourself saving time and money.

HR professionals who migrate to a paperless office will reduce time searching for files, increase employee records security, better manage on-boarding, and save money on space and supplies.

Here are just a few benefits of a paperless HR department:

Store employee files in a secure, audited and HIPAA compliant data repository

Simplified applicant data entry through online web forms

Faster on-boarding through a web form based process, including 14 standard federal and state form templates and ability to create custom forms

Mobile and picture scanning support for follow-up documentation like ID verification

ESIGN compliant wet signatures

Geo-track auditing by physical location and IP address of submission location

Data integration with HRIS and payroll systems

Custom security classes to secure medical, pay and review documents by role and/or user/group

Automatic storage of documents into the correct employee folders

HOW
PiF TECHNOLOGIES
CAN HELP

We are the leader in workflow automation solutions and we're passionate about helping customers digitally capture, route, and approve their documents. We with organizations in all verticals to eliminate paper intensive processes with intelligent data capture, storage, and retrieval. We're backed by over 2,000 clients and 20 years, and because of our success we've become one of the largest DocStar™ systems integrator / reseller in the United States.

We can work with your organization to create a custom solution that works for your HR department's needs. Whether you want to focus on forms, records management, AP/AR, or other automation problems, we have a solution for you.

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USER CASE: *Granite State Independent Living*

Customer Profile:

Granite State Independent Living (GSIL) is a 1000-employee nonprofit organization whose mission is to promote quality of life with independence for people with disabilities and seniors through advocacy, information, education, support and transition services.

Business Situation:

Due to regulatory requirements, GSIL had a new hire packet that was 40+ forms long that would take hours to complete. A lot of the information was redundant, and both the new hire as well as
information had to be filled in multiple times, time was wasted correcting errors, making copies for filing and finding/auditing the information was tedious. GSIL was getting complaints from consumers, workers and field coordinators and decided to try an electronic forms & workflow solution.

Our Solution:

PiF Technologies assisted GSIL in utilizing frevvo to digitize the New Hire workflow to use e-forms. PiF was able to automate the process in record time. Rather than print out a stack of paper for a new hire it's all electronic. Key information is filled in once and all forms are automatically populated. Automatic validation ensures that errors and corrections are eliminated. Once internal reviews are completed, the system can automatically print out the paperwork that needs to be hand-signed and notarized. Ultimately, the New Hire e-forms are uploaded to their DocStar document management system.

Working with PiF and frevvo, GSIL plans to automate other areas of their business.

> "PiF Technologies helped us automate the New Hire packet. The rest is history. The efficiency is just incredible. The modern online system is easy to use and meets our business requirements at a reasonable cost."
>
> **-Linda Tsantoulis**, *Vice President of HR*
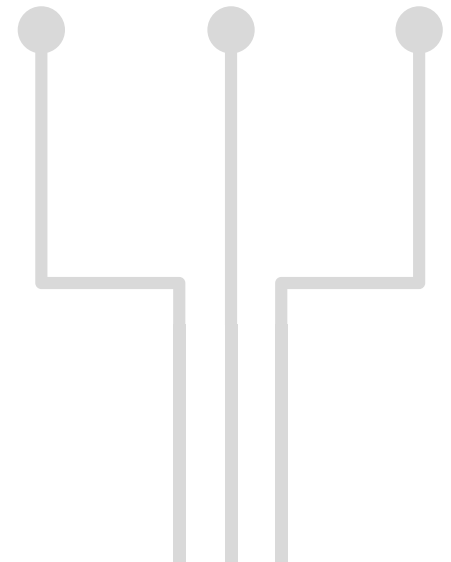
CONNECT WITH US

✉ marketing@piftech.com

📞 888.934.4443

🌐 piftechnologies.com

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