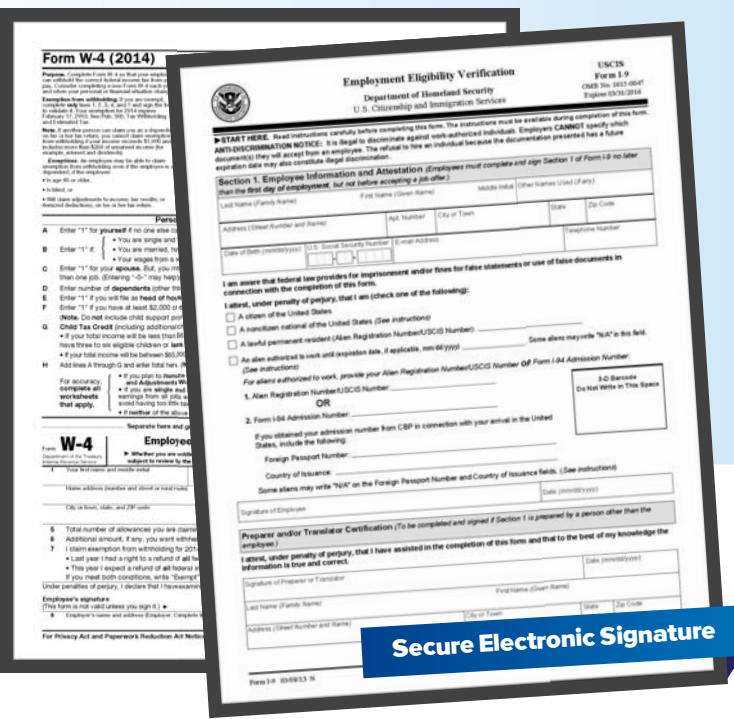# iRecruit™

## Elevates Your Employee Onboarding to the Cloud

**Managing the mountain of new hire paperwork has never been easier with iConnect.**

Onboarding is critically important to getting new hires off to a great start at your company. Take ownership of new hire paperwork with iConnect and manage it all online, even before the first day on the job.

## Do you have piles and piles of new hire paperwork to do when you hire someone?

**Secure Electronic Signature**

> iConnect will help you manage all aspects of the new hire paperwork online in the Secure Applicant Portal. iConnect includes I9s, W4s, and State Tax Forms all with secure Electronic Signatures.
>
> iConnect also has the ability to build and create secure web-based versions of any other form that you use as part of your onboarding package.

- Acknowledgement of Pay Rate
- Background Checks
- Company Handbook/Code of Conduct
- Direct Deposit
- Emergency Contacts
- Employment Agreement
- I-9 and W-4
- Non-Compete
- Release Form
- Securely upload supporting documents
- Work Opportunity Tax Credit
  **And more...**

# iRecruit™

## Elevates Your Employee Onboarding to the Cloud

## iConnect New Hire Workflow



**iRecruit**

Applicant is Hired

New Hire Forms Automatically Assigned

New Hire Completes 'paperwork' online

Hiring Manager Approves Paperwork

Onboard to HR System

iConnect is intuitive and user friendly. Your new hires automatically receive the appropriate hiring package via email and can sign in securely to the iConnect Applicant Portal to complete the forms and upload any supporting documentation. Even before their first day on the job! Hiring Managers can track and monitor the status online, send reminders to new hires, and can approve or request changes before the forms are finalized. iConnect gives you the power to take control of your new hire process and give new hires ownership of their documentation.

## Benefits of iConnect:

- Create custom new hire packages
- Customize per position
- Create a fantastic first impression to your new hires
- Sign Documents Electronically
- All documents are completely secure
- Track status and send reminders

## Immediate Return on Investment:

- iConnect saves both time and money on your new hire process.
- Reduced Administrative Costs
- Reduce Time Spent on Manual Processes
- Focus on Productivity
- Employee Engagement

## Find Out More Today!

For more information about iRecruit, including pricing and demonstrations, please contact CMS at **800-517-9099** or email **sales@iRecruit-Software.com.** We invite you to visit our website for additional information and webinar schedules at **www.iRecruit-Software.com.**

800-517-9099    www.iRecruit-Software.com