



EmployeeConnect

*Work. Flow. Smarter.*

# How HR Automation Transforms the Employee Lifecycle

# Contents.



**03**

Introduction



**05**

Attraction



**10**

Recruitment



**15**

Onboarding



**21**

Development



**28**

Retention



**36**

Offboarding

# Introduction



In today's fast-paced and ever-growing business environment HR departments are constantly presented with the immense pressure of dealing with employees throughout all stages of the employee lifecycle. It could be seen that this pressure has commonly been built up from pain points such as; excess usage of spreadsheets, poor data and resource management, lack of consistency throughout an HR department, lack of departmental communication and finally to much paperwork.

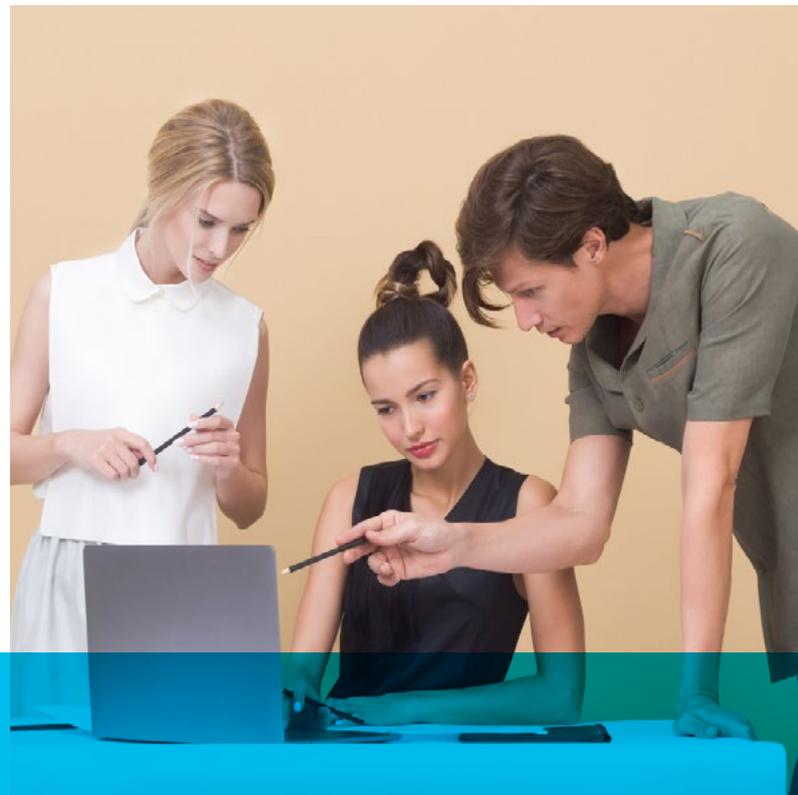
However, it is worth noting that these pain points can be minimised and effectively removed through proactive actions of HR departments through shifting Traditional Human Resource Management (HRM) processes to an Information Technology backed human resource management process also known as Human Resource Information System (HRIS).

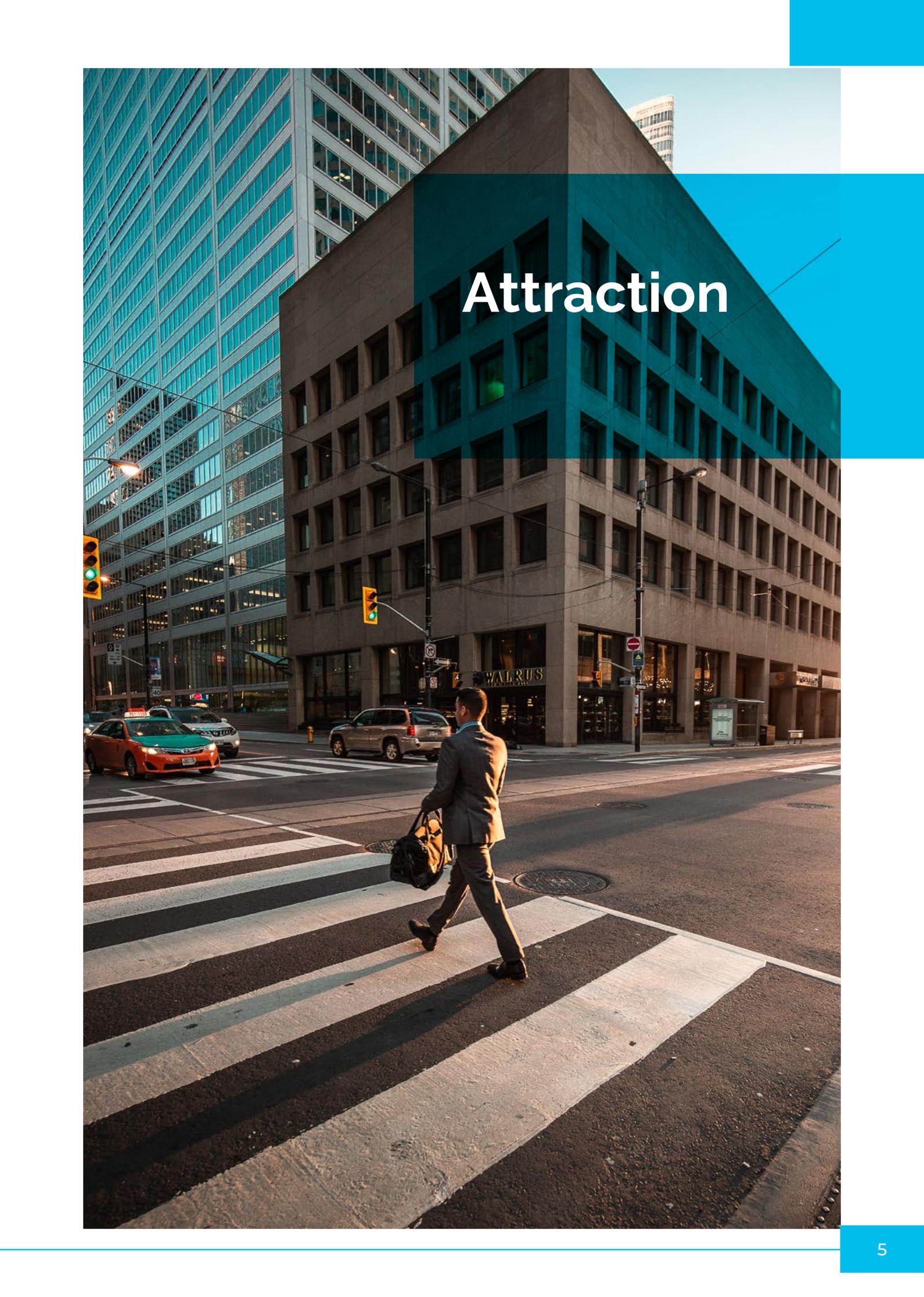
Due to innovative technology HR departments now are presented with HRIS that can effectively shift the function-ability of a business to operate more effectively, saving both money and time while further capitalising on a paperless system. Moreover, effective HRIS covers all known stages of the employee lifecycle; attraction, recruitment, onboarding, development, retention and offboarding.



This eBook looks at how a business is effectively able to utilise HRIS throughout the entire process of the employee lifecycle - from attraction through to offboarding. Additionally, presented there is an extensive understanding showing facts unto how real business examples have been impacted through the utilisation of the HRIS offered by EmployeeConnect throughout each stage presented within the employee lifecycle.

There are various major findings presented within this eBook regarding the impact EmployeeConnect played upon clients. In particular, a common sense of satisfaction was achieved between clients whereby regarding each section within the employee lifecycle, clients found EmployeeConnect effectively streamlined processes and in turn helped make the HR departments life much easier, saving time, resources and energy for business operations.



A photograph of a city street corner. In the foreground, a man in a grey suit is walking across a crosswalk, carrying a black bag. The street is paved with asphalt and has white crosswalk lines. In the background, there are several buildings. One is a tall, modern glass skyscraper. Another is a shorter, multi-story building with a grid of windows. A sign for 'WALRUS' is visible on the corner building. There are traffic lights and cars on the street. The word 'Attraction' is written in white, bold, sans-serif font over a teal rectangular background in the upper right portion of the image.

# Attraction

# Attraction

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With the consistency of an ever-growing economy and ever-changing business environment, there has been a large rise in the demand for highly qualified and skilled employees within the workforce. This has presented the challenge for HR teams to both attract and retain these employees in order to develop a competitive advantage for the company.

The attraction stage of the employee lifecycle particularly focuses on how a company can effectively appeal to these highly important and qualified employees. More specifically, attraction encompasses building the overall brand and culture of the company to raise awareness to efficiently attract employee candidates to the business.

Throughout this stage, it has been seen to be highly important for organisations to effectively entice all aspects of the employee value proposition (EVP) whether that be the functional, economical or psychological benefits that a company aims to deliver to prospective employees. Correspondingly, companies may advertise that employees will receive economic benefits such as high paying salaries and bonuses, although psychological benefits may be spread through word-of-mouth communication and comments from previous employees working within the company such as the level of satisfaction they had working within the organisation.

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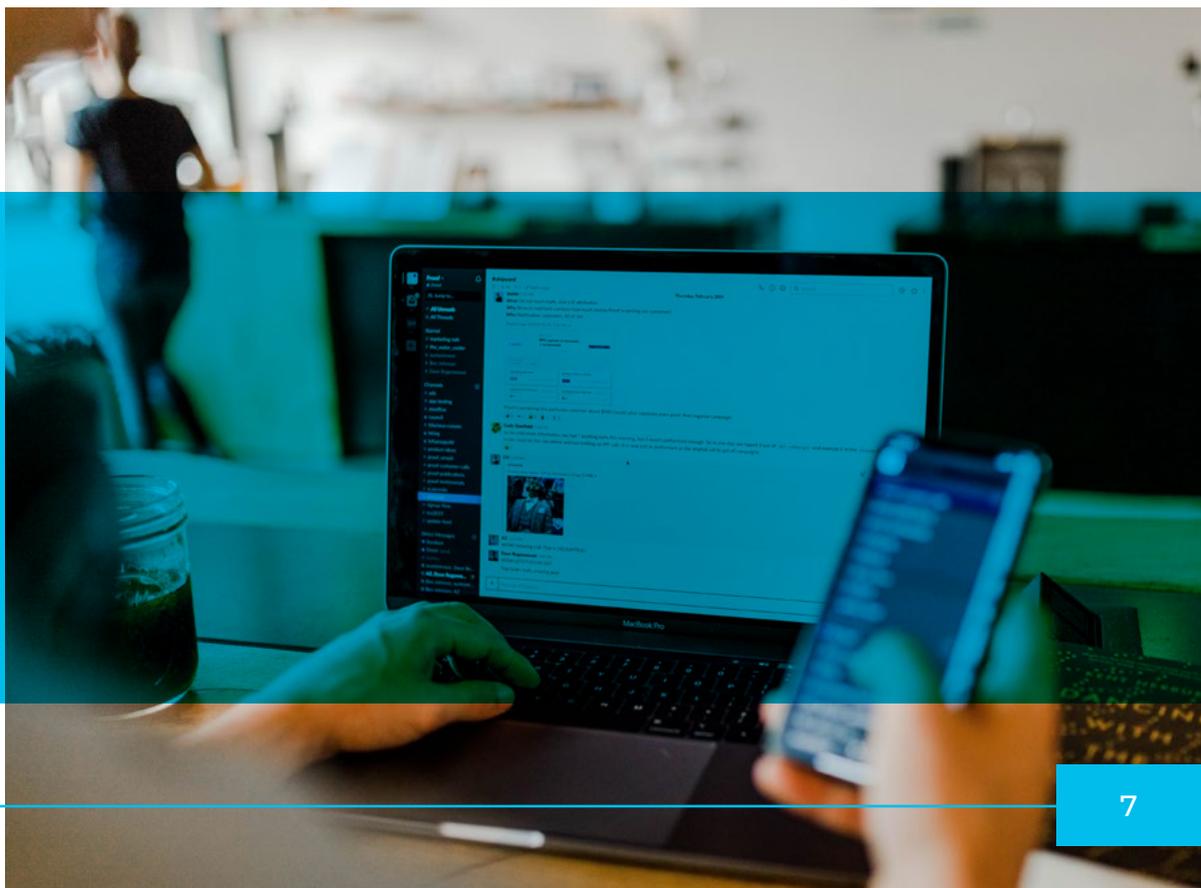


Today HRIS plays a major role in HR departments within the attraction stage of the employee lifecycle. Specifically, job seekers in today's largely innovative and technological world are constantly looking through multiple platforms in order to find the business that attracts and effectively meets their individual needs. Effective HRIS today provides a platform for the HR departments to efficiently resolve job requirement listings. Say a job requires employees for a particular position, HRIS will effectively detail those requirements and then push this information online fast and diversified across multiple websites.

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EmployeeConnect plays a major role in the attraction stage through the HRIS offered. Utilising EmployeeConnect management can effectively reach the target audience of prospective employees they desire. This is done whereby EmployeeConnect effectively provides a platform for management to publish a request for a new position within the company. Management will detail information about the position such as; position name, company, location, work type, expected work hours, hiring dates, contract dates and many more options which could be pushed out onto a personalised careers page on a business's website.





Through EmployeeConnect, management may effectively want to detail a strong job description to go alongside the request for a new position. To which simply utilising a customisable template that is set up to meet the organisations requirements a manager may write a description to what position is available, what they are looking for and even list out any points of experience that may be linked to the job position to be outlined throughout the job description.

Moreover, HR departments who utilise EmployeeConnect can pick and choose what suits their current needs when pushing this information out, this means if the department sees that they require an attachment section for prospective employees to insert certain documentation EmployeeConnect can efficiently add this aspect. Moreover, through this process EmployeeConnect allows businesses to decide whether to push this information internally, externally or through both channels. If the business has chosen to do this externally EmployeeConnect will push the information onto a careers page although businesses may decide to further expand this application and in turn push it out on external websites.

Client Lawson Grains had made a comment stating that “EmployeeConnect interfaces well with our website” by this they expanded that the career page EmployeeConnect generates is largely essential to attracting potential employees and has been widely easy to establish. Moreover, Client Nextt commented that the “career pages are awesome as prospective employees can simply create an EmployeeConnect profile allowing them to apply on our personal careers page with ease.”

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Correspondingly, EmployeeConnect has an integration with Seek which means that the information that management has detailed for recruitment positions available may further be streamlined onto Seek. This effectively reduces the amount of time management needs to spend on recreating the documentation for recruitment, effectively freeing up time and money for other important activities needed to be conducted within the organisation. Client Nextt had stated that “Through EmployeeConnect we are able to have a one-stop integration with seek... we are able to do everything we need on EmployeeConnect to push the attraction of a new position to potential employees and then take it down at ease.” EmployeeConnects seek integration was received warmly with clients who have found it perfect in the attraction of potential employees.

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# Recruitment



# Recruitment

With the continually rising demand for an efficient and effective recruitment process, HR departments are continually trying to find new innovative ways to expand beyond traditional management systems. Time management and excess paper-based information has become a major challenge throughout the usage of traditional human resource management systems particularly throughout recruitment.



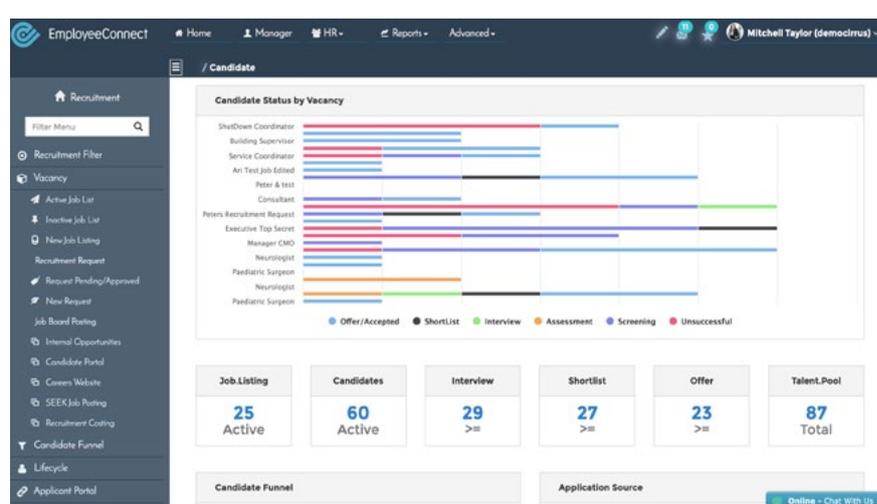
The recruitment stage of the employee lifecycle often referred to as the applicant tracking stage specifically encompasses all the various ways in which a company logically leads up to and effectively hires an employee. Specifically, applicant tracking involves effectively interviewing, selecting and hiring the most suitable and outstanding employee candidates into an organisation.

Recruitment is one of the most important stages within the employee lifecycle for an organisation. This is due to recruitment encompassing the very first moments of an organisation effectively aiming to build its high-level asset of human capital. Throughout this stage, prospective employees are filtered through a candidate funnel also known as recruitment funnel. This funnel plays a major role in attracting, testing and finally recruiting the employees for an organisation. Throughout this process for effective recruitment organisations must constantly ensure that they effectively do not waste their time, ensure candidates receive both high-quality experience and interactions with the organisation and finally costs of recruiting are to be minimised.

Currently, the role that HRIS plays within HR departments throughout the recruitment stage of the employee lifecycle is largely vast. HRIS aims to effectually provide an online platform for prospective employees to easily submit applications, undergo interviews and finally receive important information that must be communicated to them. In turn, effective HRIS that utilises an applicant tracking system throughout the employee lifecycle saves organisations costs associated with paper applications, speed up the overall hiring process efficiently and further ensures organisations are more clearly organised for the various resources collected through the entire recruitment process.



EmployeeConnect has a vital role within the recruitment stage for a HR department through the HRIS offered. EmployeeConnect effectively aims to streamline the entire process of recruitment through a detailed applicant tracking system from beginning to end all online and all effectively in order to reduce costs, speed up the hiring process and ensure there is a strong workflow from one stage unto another. Specifically, throughout the recruitment process EmployeeConnect aims to make all aspects of the job-placement process easier, this is done through centralising and controlling the process all on a highly visible data-driven dashboard. This dashboard empowers HR departments with insights unto aspects such as top candidate information, managing vacancies, recruitment requests, applicant assessments and a pre-employment checklist to name a few features.





Further, HR departments may access this highly valuable information through the candidate funnel function available within the EmployeeConnect dashboard. This candidate funnel feature grants HR teams' access unto reviewing applicant data such as personal information, resume, questionnaire results, qualifications, assessments, interviews, references and pre-employment requirements. Correspondingly, EmployeeConnect tremendously removes the need for paper-based recruitment processes and excess spreadsheet work, putting everything organised online in a simple recruitment dashboard built to meet any HR departments specific needs.

EmployeeConnect further ensures that when a new hire is ready to be recruited HR departments do not need to stress about creating a hard copy contract that could take time and money causing slow business processes. Simply through EmployeeConnects workflow constructed system new hires will be provided with a business contract offer online, to which the prospective employee will receive contracts or information that could be accessed from their mobile phone, tablet or desktop to which they simply give an online signature and accept the offer.

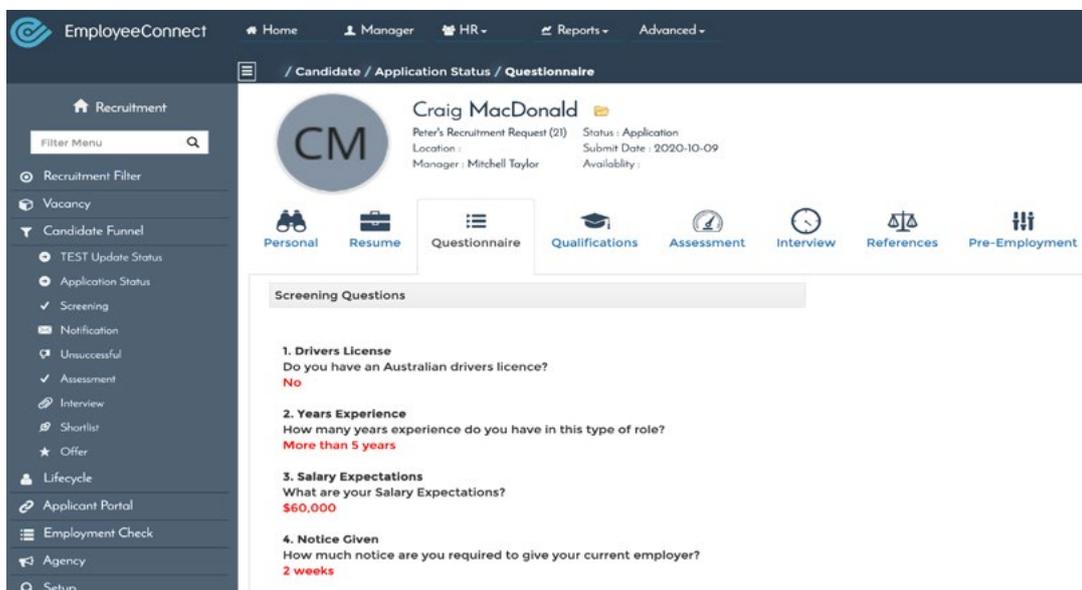
This makes the recruitment process much simpler and faster for organisations. EmployeeConnect client Nextt was extremely happy with this feature commenting "EmployeeConnect has helped us with online contracts as applicants do not have to physically print out contracts and sign it, they are able to do it on the phone instantly."

Moreover, EmployeeConnect gives HR departments the ability to streamline rejection letters which can be generated fast and emailed to failed applicants in only a matter of seconds. Thus, EmployeeConnect successfully reduces the time that a HR department needs to spend organising files, generating contracts and dealing with candidates throughout the recruitment process. EmployeeConnect client Lawson Grains had made a comment regarding this stating that "EmployeeConnect helps categories employees as I go, I may designate a category for success or unsuccess, further I can make a specific comment throughout the process".

To specifically expand in more detail, the offer stage of the recruitment process is largely important and well built into EmployeeConnects applicant tracking system. Simply, managers may generate an offer for the prospective employee which due to EmployeeConnects powerful streamlined process, double entry of details such as name, address and email do not need to be re-entered into the offer stage. Moreover, when creating the offer for the prospective employee management may select a respective start date, probation date and end date for the employee if needed.

Further, salary may be selected as well as any bonuses the company would like to include within the offer. Once completed, the offer then enters into EmployeeConnects integral workflow process whereby it would be sent to any individuals needing to read, check and approve of this offer before it is sent and received by the applicant.

In turn, EmployeeConnect ensures that through the applicant tracking system HR departments are satisfied with a simple and easy to use recruitment process across the organisation. Client Nextt further commented over the recruitment process stating, "Having an all integrated system in one space has significantly saved us time during the recruitment stage." EmployeeConnect successfully helps clients to streamline processes throughout the recruitment stage, not only ensuring time is being saved yet also ensuring efficiency and effectivity is being achieved.

The screenshot shows the EmployeeConnect web application interface. The top navigation bar includes 'Home', 'Manager', 'HR', 'Reports', and 'Advanced'. The main content area displays the profile for 'Craig MacDonald', including his recruitment request number (01), location (Peter's Recruitment Request), manager (Mitchell Taylor), and application status (Application). Below the profile, there are tabs for 'Personal', 'Resume', 'Questionnaire', 'Qualifications', 'Assessment', 'Interview', 'References', and 'Pre-Employment'. The 'Questionnaire' tab is active, showing a list of screening questions with their answers:

- 1. Drivers License**  
Do you have an Australian drivers licence?  
**No**
- 2. Years Experience**  
How many years experience do you have in this type of role?  
**More than 5 years**
- 3. Salary Expectations**  
What are your Salary Expectations?  
**\$60,000**
- 4. Notice Given**  
How much notice are you required to give your current employer?  
**2 weeks**

# Onboarding



# Onboarding

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From the very first moment an employee engages with an organisation as a new hire, they begin to develop a critical level of opinion within the organisation. Onboarding is highly integral for HR departments to get right as this is what influences employees to be positive, satisfied, loyal and productive when working within the organisation.



The onboarding stage of the employee lifecycle highly involves how an organisation can effectively integrate new employees within the organisation. Specifically, onboarding entails the various ways in which HR departments can communicate information, understand the employee, make the employee feel they are needed and constantly engage the employee when joining the business.

Onboarding is a highly integral part of the employee lifecycle for an organisation. This is exceedingly due to onboarding influencing how an employee will fit within the organisation within the long-term. It is highly noticeable that the quality of the onboarding experience drastically influences the employee's engagement, performance and longevity within the organisation.

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Throughout this process the Employee Value Proposition (EVP) is constantly tested, the first moments when the new hire is engaged impacts their impression of the company, effective onboarding processes such as a simple onboarding system, high engagement throughout onboarding and positive responsiveness is highly critical for key metrics such as the reduction in employee turnover.

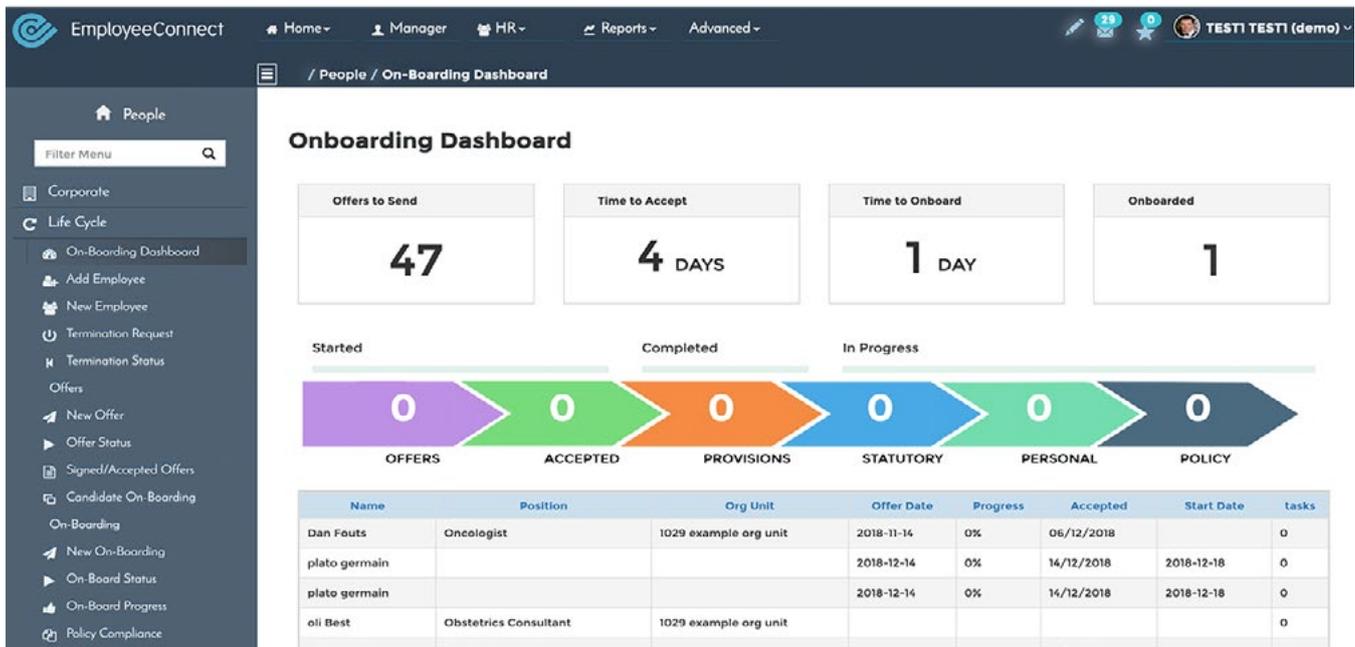
HRIS plays a largely essential role within HR departments throughout the onboarding stage of the employee lifecycle. Traditional HR management throughout the onboarding process is quite time-consuming, involving extensive paperwork and repetitive tasks. HRIS aims to mitigate and remove these issues through providing a completely online process for new hires to effectively join an organisation in a time-efficient manner changing and removing all paper-based onboarding requirements to the modern complete online form.

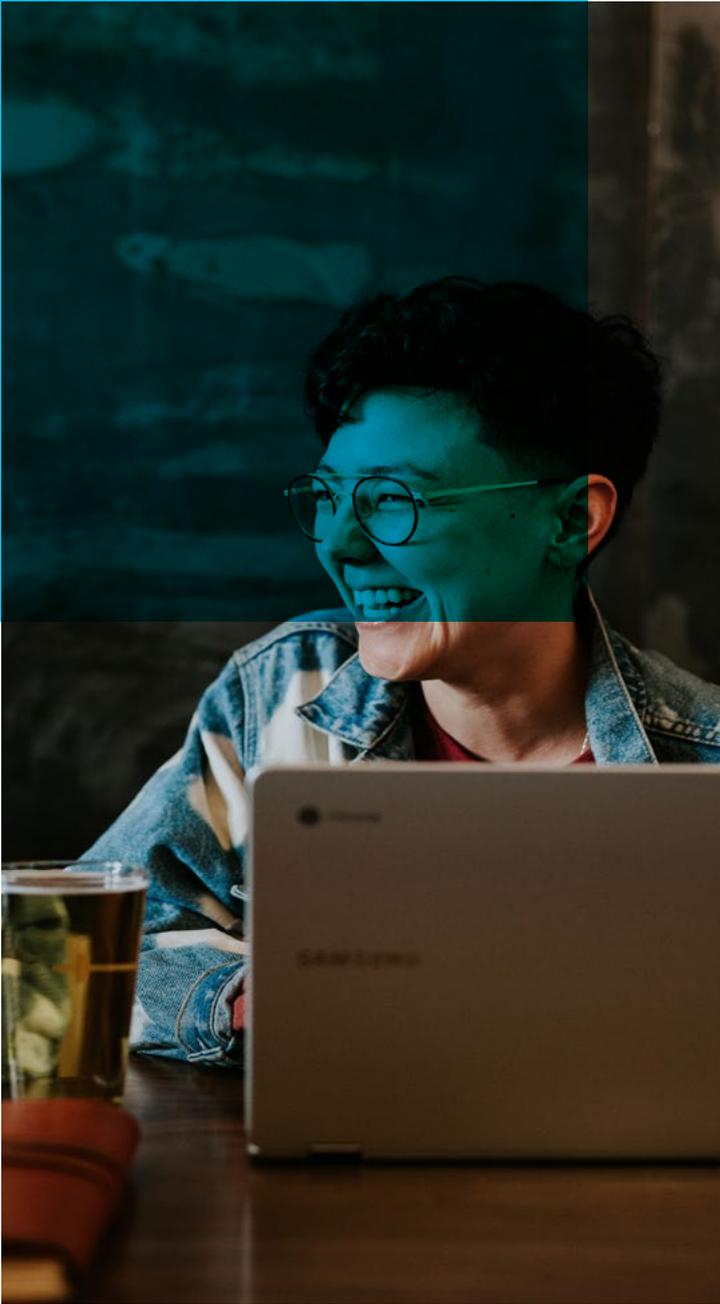
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EmployeeConnect plays a major part within the onboarding stage for a HR department through the HRIS offered. EmployeeConnect provides a holistic approach allowing HR departments to coherently structure the necessary steps to get a new employee within the organisation efficiently and effectively ready to deploy their full potential.

Particularly, throughout the onboarding process, EmployeeConnect provides a platform for HR teams to streamline large onboarding tasks and automate low-value tasks to progress organisations onto focusing on developing employees faster. This is clear whereby utilising EmployeeConnect the previous details that a new hire had input throughout the recruitment process is streamlined into the onboarding dashboard. This effectively removes the problem that traditional HR management had with double entry of details.





Furthermore, when a new employee enters the organisation, they are presented with a customised dashboard fit to suit the organisations personal requirements such as a company logo and introduction video.

New hires can then utilise EmployeeConnect to complete tasks such as filling out banking details and completing tax declarations which will effectively be saved, captured and streamlined for HR department usage. EmployeeConnect client Anglicare expanded on this point stating “EmployeeConnect allows employees to take ownership of their own details, this makes them feel a sense of leadership and responsibility which is powerful... the streamlined process has helped us so much.”

Moreover, HR teams can provide these employees with any extra files they may need to read and sign, ensuring it is completed all online effectively removing paper.

The screenshot shows the EmployeeConnect On-Boarding interface for Kayla Baker. The dashboard includes a navigation menu on the left with options like Training Plan, Personal Information, Tax Declaration, Emergency Contact, Banking, Superannuation, Medical, Nationality, Visas, Professional Membership, Licence, Property, and Education. The main content area features a 'Let's Get Started!' section with a profile card for Kayla Baker (Business Development, Full-time - Melbourne) and a progress bar showing 11 steps: Induction, Training, Personal, Tax, Contact, Banking, Super, Medical, Nationality, Membership, Licence, and Education. Below the progress bar, there is a table for policy acceptance:

Read each policy and indicate your acceptance		Policy	Accept
Title			
Anti-Discrimination and Equal Employment Opportunity Policy			
Computer Email and Internet Policy			
EmployeeConnect Logo			
Mobile Phone Policy			



EmployeeConnect client InterHealthCare stated, “Recently InterHealthCare brought fifteen small businesses who all utilised paper onboarding systems, due to EmployeeConnect we were able to streamline to a 100% online onboarding system.” This is outstanding as through EmployeeConnect InterHealthCare was able to ensure that fifteen small businesses are able to have a smooth and perfect onboarding process. HR departments can further utilise EmployeeConnects onboarding dashboard to track the progress of employees completing their onboarding within the organisation. This effectively provides HR with the visibility to track and monitor how employees are progressing and take necessary action if employees are not completing assigned tasks.

EmployeeConnect further allows HR departments to utilise a dashboard that can assign and record the assets that employees are utilising such as vehicles and keys while further tracking important documentation such as licence expiry dates and first aid certificates to name a few.

Additionally, EmployeeConnect is mobile-ready allowing new employees to complete their HR details on the go. Once these employees have completed all their relevant details automatic notifications are sent out to all the relevant employees that are needed to be notified.

Moreover, EmployeeConnect client Carers explained the importance that the EmployeeConnect onboarding system played in the recent COVID-19 pandemic stating, “EmployeeConnect has effectively streamlined our processes, it has made it more efficient and to be honest I don’t think we would be able to work from home throughout COVID without EmployeeConnect because we were paper-based.”

Thus, EmployeeConnect is able to effectively create a highly engaging and fast onboarding process that is easy to use for HR departments and ensures that new employees have first impressions that are highly positive and ensure motivation is achieved.

# Development



# Development

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Employees begin to develop from the very first moment they commence work within an organisation. Employee development is highly essential for HR departments to monitor and have control over in order to get the most out of your employees within the organisation.

The development stage of the employee lifecycle involves how an organisation is effectively able to focus their attention upon developing employee skills and knowledge when working within an organisation.

Specifically, development ensures that HR departments are encouraging employees to effectively develop their skills through learning and development (also known as training and development) activities.

Throughout the development stage, it is seen as highly important for organisations to find various aspects to prompt fast-tracked skill development programs through learning and development.





**HR departments must encourage the development of employee's skills as this increases the chances of career advancement of those employees. Further, by providing and effectively enhancing the knowledge, skills and resources available for these employees' companies get the most out of the employee within the organisation whilst increasing employee job satisfaction.**

Today HRIS plays a major role within HR departments throughout the development stage of the employee lifecycle. In today's competitive environment both HR teams and employees are looking for ways to get ahead of the competition.

HRIS ensures that a simple online system that has extensive capabilities for employee learning and development is presented. HRIS aims to ensure that when it comes to development it can be easy to monitor and progress throughout the career of an employee easily, quickly and online.

EmployeeConnect plays a tremendous role throughout the development stage for a HR department through the HRIS offered. EmployeeConnect effectively provides HR departments with a platform that efficiently builds on the employee strength within the organisation.

Specifically, throughout the development process, EmployeeConnect makes employee development easier for HR departments through providing learning management modules which allows HR teams to set parameters of the various courses and training that is available to employees. This in turn effectively ensures that consistency is maintained through learning outcomes and ensures that budgeting the training courses is to be highly manageable.

Furthermore, for employee learning and development HR teams are provided with an interface for managing learning requests from employees whilst also providing course details to employees. This process has been designed through EmployeeConnects highly in-depth and functional workflow-driven process.



This guarantees that the required individuals are receiving automated email notifications when these employees are requesting to complete courses to ensure a consistent and fast-paced working environment. Further, this ensures employees are constantly being engaged and further empowered to develop their current skill set and work towards achieving their personal goals.

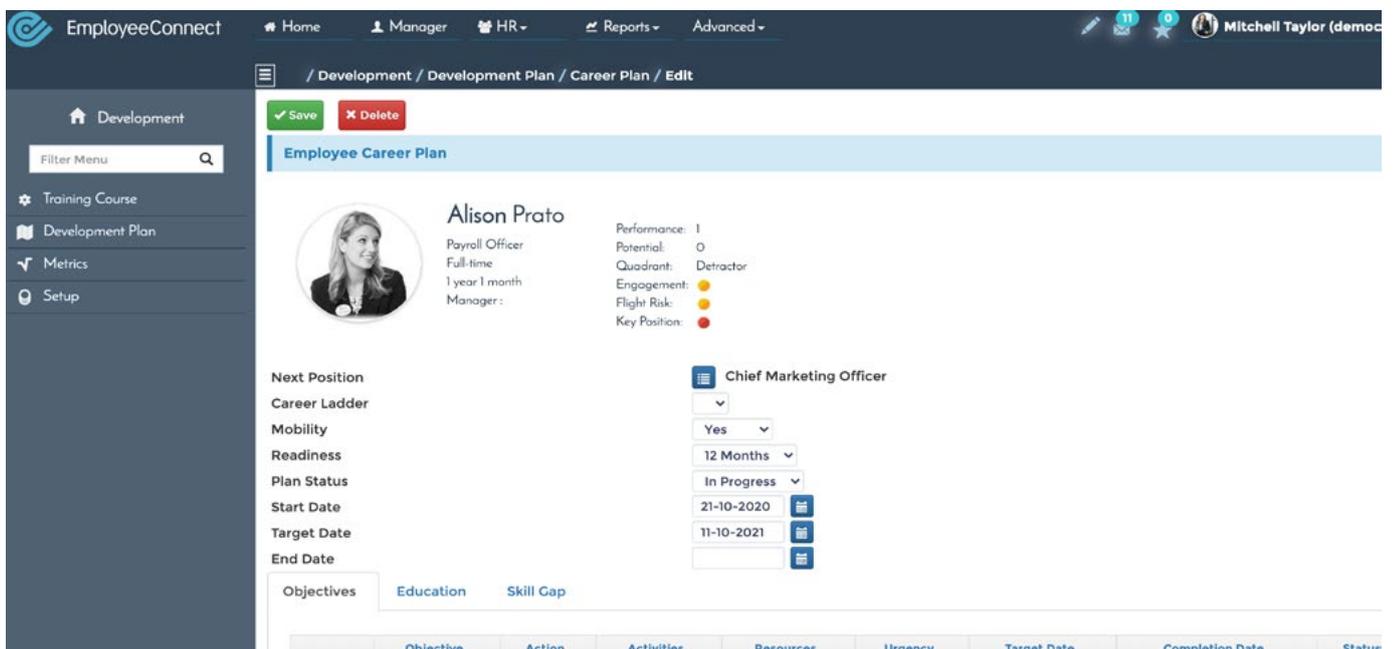
Moreover, once employees have completed a learning activity HR teams are able to monitor the results and progress of the employees who completed the tasks, further, this allows the post-analysis of participant feedback as well as course attendance analysis for the HR department to monitor and see how effective the training course was.

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EmployeeConnect additionally provides HR departments with a development plan and career plan for employees. This aims to effectively meet the development and long-term goals for both employees and the organisation.

Utilising EmployeeConnects workflow processes the development plan that EmployeeConnect provides is an intelligent learning roadmap to drive individual performance whilst notifying respective HR teams along the way.

This is done whereby employees may outline what they want to achieve within the organisation to which HR departments may provide the necessary learning components to help these employees meet those goals.

The screenshot shows the EmployeeConnect interface for editing a career plan. The breadcrumb trail is: / Development / Development Plan / Career Plan / Edit. The user is Mitchell Taylor (demo). The main content area is titled 'Employee Career Plan' and features a 'Save' button and a 'Delete' button. The employee profile for Alison Prato is shown, including her photo, name, and details: Payroll Officer, Full-time, 1 year 1 month, Manager. Performance metrics are listed: Performance: 1, Potential: 0, Quadrant: Detractor, Engagement: (yellow dot), Flight Risk: (yellow dot), Key Position: (red dot). The 'Next Position' is set to 'Chief Marketing Officer'. Other fields include 'Career Ladder', 'Mobility', 'Readiness', 'Plan Status', 'Start Date' (21-10-2020), and 'Target Date' (11-10-2021). At the bottom, there are tabs for 'Objectives', 'Education', and 'Skill Gap', and a table with columns: Objective, Action, Activities, Resources, Urgency, Target Date, Completion Date, and Status.



Similarly, the career plan aims for employees to develop towards long-term objectives such as creating a path to the next position an employee can reach.

The career plan offered by EmployeeConnect ensures that a practical strategy for employees to guarantee that they are on the correct path to effectively develop their career to move towards the next employment level.

This is achieved through the workflow process that EmployeeConnect offers whereby HR department will outline objectives, actions and skills the employee needs to meet to reach this next position, which in turn will essentially motivate the development of these employees throughout their career within the organisation.

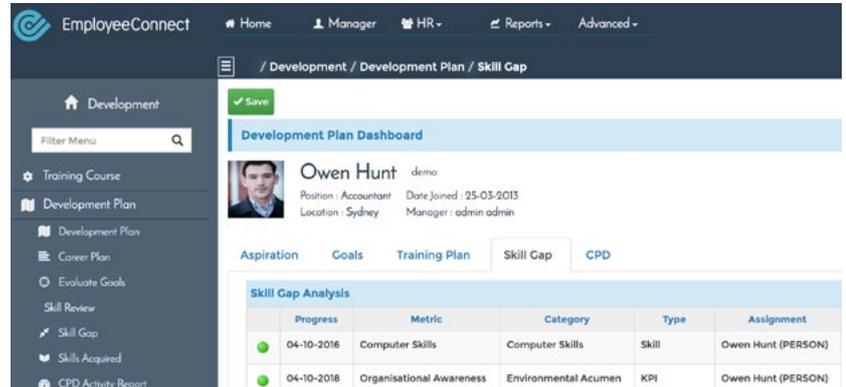
Moreover, once the employee has effectively met these conditions an automated notification may be sent through EmployeeConnects workflow process to the relevant and respective individuals to then take action to promote these employees.

Thus, EmployeeConnect effectively implements HRIS that ensures the HR department can engage and monitor employees online throughout their personal development within the organisation at a very fast pace.

Furthermore, to effectively ensure that employees are developing their personal skills HR departments may utilise EmployeeConnects skills gap function.

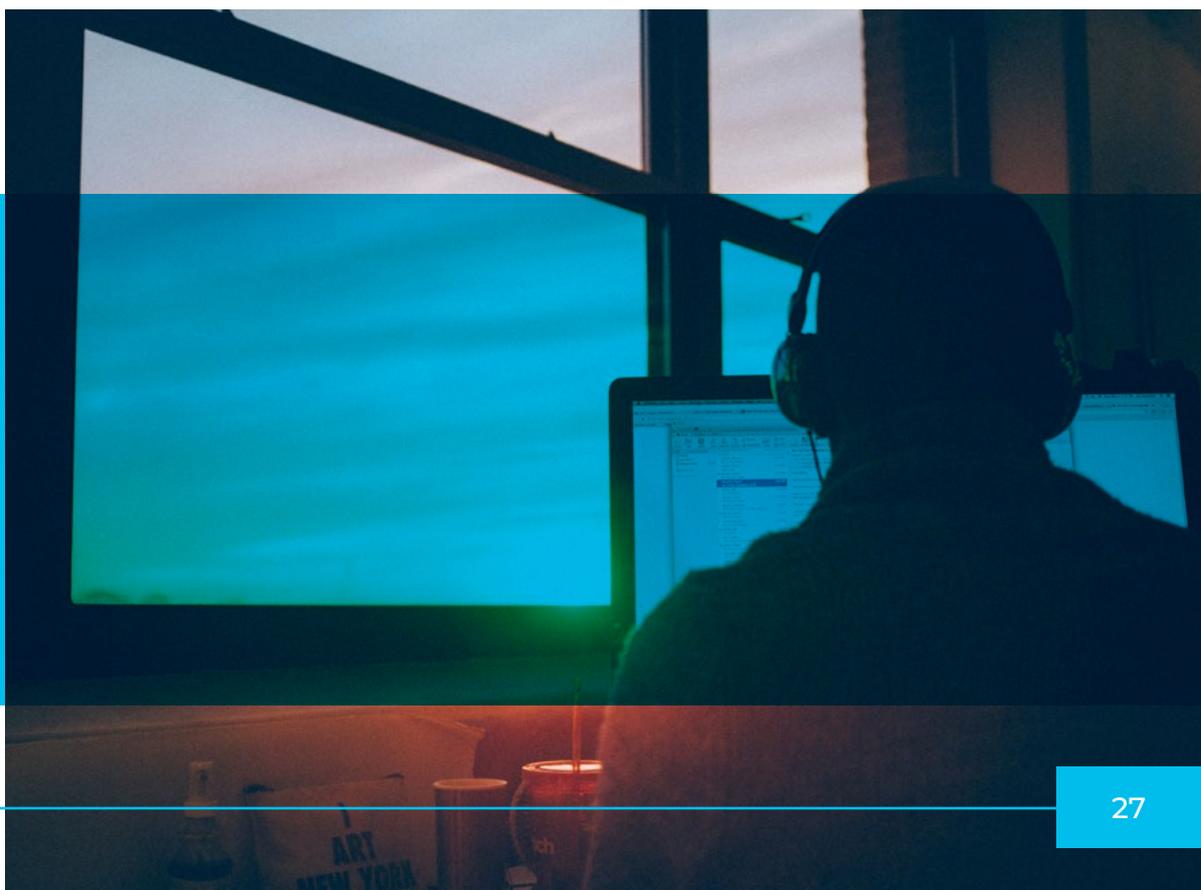
This skill gap function effectively allows employees to assign skills that they would like to develop and attain, to which HR departments may monitor their skills and in turn assign certain learning activities to further motivate the effective development of those selected skills.

Furthermore, HR managers may want to assign skills relevant to the current situational skills for which the employee needs to learn and develop whereby simply management may directly add these skills to the respective employee's skill gap profiles easily.



Moreover, the measurement of the progress for the skills individual employees are developing through skill gap may be realised through performance reviews, course completions and further management approval.

Thus, EmployeeConnect provides a platform for the effective development of employee skills in order to keep employees constantly engaged and further gain the greatest result from employees within an organisation.



# Retention

A woman with dark hair and glasses, wearing a white short-sleeved shirt and a black cardigan draped over her shoulders, stands in profile. She is holding a white mug in her right hand and a stack of papers in her left. The background is a dark wall covered with various charts, diagrams, and sticky notes, suggesting a professional or research environment. A large blue semi-transparent rectangle is overlaid on the right side of the image, containing the word 'Retention' in white text.

# Retention

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Organisations are constantly aiming to ensure talented and important employees within the organisation are constantly being carefully looked after.

Continually HR departments will assess the levels that employees feel satisfied with the organisation and further test the employee retention within the organisation.

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The retention stage of the employee lifecycle largely involves how an organisation is effectively able to retain its employees.

Retention is very important for HR departments to understand as this is the stage of the employee lifecycle that effectively influences and motivates the top talent of employees within an organisation.

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Retention plays a highly essential role within the employee lifecycle for an organisation. This is due to the importance that retention plays in the HR departments ability to retain employees within the organisation today. Constantly HR departments assess the current level of motivation and satisfaction that employees have within the organisation, this is done through constant surveys, assessments and conversations to understand the employee's current situation and motivational goals.

HRIS currently plays an essential role within HR departments throughout the retention stage of the employee lifecycle. Traditional HR management throughout the retention process is highly subjective and further utilises a lot of paper-based resources.

Although today with the utilisation of HRIS throughout the retention stage HRIS will aim to effectively remove the paper and ensure that everything is done online when it comes to ensuring retaining employees is possible. This is done whereby HRIS will implement online survey systems to assess the current employee satisfaction level and provide analytical data and feedback for HR teams to assess and analyse in order to plan to retain employees.

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EmployeeConnect plays a largely vital role within the retention stage for a HR department through the HRIS offered. EmployeeConnect provides an effective employee-centric approach to HR management throughout the retention stage to effectively ensure that the employees an organisation wishes to retain are effectively identified and successfully looked after through EmployeeConnect.

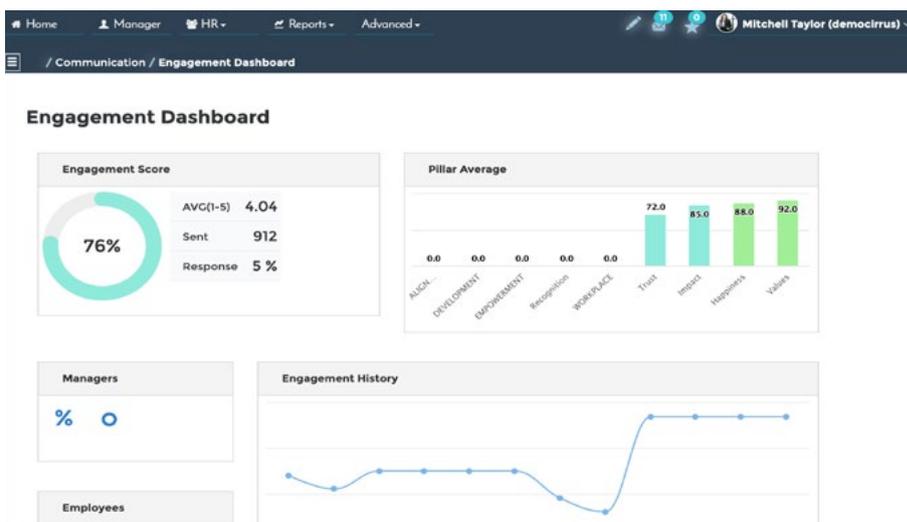
This is specifically completed with EmployeeConnects engagement software offered, through which HR departments are able to constantly receive a large stream of data-driven information that can effectively help organisations make overall stronger and better decisions for their employees all online removing the need for paper files within the organisation throughout the retention stage.



A HR department may utilise the engagement portion of EmployeeConnect to effectively identify key metrics to analyse how employees are engaged within the organisation. This is done through an engagement dashboard that EmployeeConnect provides for HR departments to fully utilise.

The engagement dashboard effectively pushes HR departments to be data-driven through providing consistent live and updated data that HR departments may utilise to compare engagement levels of different teams.

This effectively is done whereby the HR department is provided with data about engagement history, engagement scores and further engagement percentages separated by managers and employees to name only a few features offered within the engagement dashboard that EmployeeConnect provides.





Moreover, the engagement dashboard effectively works to provide HR departments with the necessary information to easily detect any issues with employees early on to which they can take the necessary action to fix the relevant issues at hand.

Furthermore, a HR department could further utilise the engagement survey system within EmployeeConnect to effectively provide more data that is efficiently streamlined in a workflow process through to the required people.

An example of where this may be done is through the HR department effectively creating a pulse survey that could be either anonymous or not, this pulse survey is then sent to employees within the organisation every week to analyse the current level of any metric wished to be captured by the organisation, an example of one metric that is constantly and commonly captured would be employee satisfaction.

Once the survey is completed the data captured would then be listed out for reviewal and further would be broken down within the engagement dashboard provided.

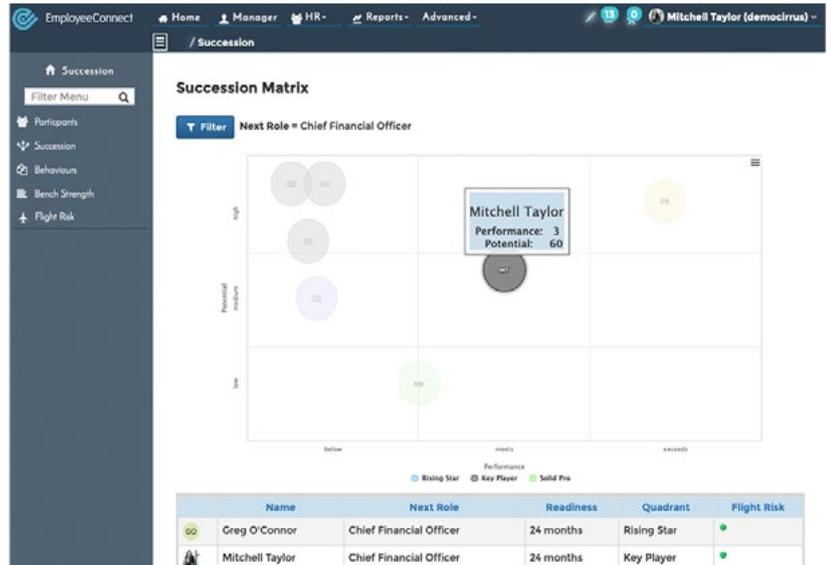
Moreover, if a HR team identifies that certain employees or certain managers need to be surveyed about further questions HR departments may effectively create customised survey questions that are to be sent to specific participants that are required.

Thus, EmployeeConnect has effectively provided a highly engaging system that can effectively be utilised to identify important metrics required to be analysed and utilised to make key decisions within the HR department to effectively retain employees within the organisation today.

Another way in which EmployeeConnects HRIS can effectively ensure organisations are effectively measuring and assessing the level of retention an employee is experiencing within an organisation is through the succession function.

EmployeeConnects succession function provides HR departments with a succession matrix which is used by HR departments to effectively analyse the level of employee potential over employee performance.

The succession matrix places employees on a nine-box grid that ranges from the companies Rockstar's all the way to the company's detractors.



Included within EmployeeConnects succession matrix is the tool named succession matrix behaviours which outlines all the different levels employees can be categorised as which further outlines how they are in this grid space and further how HR departments should interact with these employees in each grid, for example, a Rockstar is recommended to be promoted.

Succession, in turn, ensures that employees are being carefully assessed and can be effectively motivated, developed and pushed to move towards a top-performing position within the company.



Correspondingly, EmployeeConnects succession matrix provides HR departments with another integral function known as flight risk. Flight risk is referred to as the likelihood that a company's top performer or overall employee may leave the company.

Flight risk is largely important for HR departments to utilise as it acts as a highly proactive program to retain employees and mitigate the risks of avoidable employee turnover. Flight risk is analysed through EmployeeConnects HRIS whereby utilising streamlined data of each employee, EmployeeConnect captures any signals that may influence the flight risk of an employee customised to an organisation.

This means that if the company believes that performance score, length of service or sick leave or any other metric is important to flight risk, EmployeeConnect will analyse those chosen data points to provide flight risk data of each respective employee. Further, the weighting of each of the metrics can be altered by the company where if the length of service is seen as a larger flight risk to the company than sick leave than EmployeeConnect will alter and take this into consideration for the calculation of employee flight risk.

This data will then be provided on a dashboard and further can be expanded to see each individual employee flight risk measured against the chosen metrics of the organisation. Utilising this information, the company may identify employees who are likely to leave the company and then utilise strategies to effectively retain these employees.





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One strategy that EmployeeConnect provides post flight risk analysis or even for general usage for HR departments would be a salary review.

A salary review is utilised by HR departments to assess whether or not to increase the pay of an employee. After reviewing employees through EmployeeConnects HRIS it may be noticed that the salary metric holds a strong force that needs to be fixed in order to retain an employee within the company.

Correspondingly, through the salary review function that EmployeeConnect offers HR departments can then make an analysis and see whether or not an employee has had a salary increase recently, or whether or not there has been a promotion for the employee in any given case.

Specifically, EmployeeConnect effectively is providing HR departments with the right data to show when someone was given a promotion or a previous salary review to ensure they retain top talent by taking necessary action with proactive decision-making data.

Thus, EmployeeConnect effectively works throughout the retention stage to ensure that HR departments are provided with the effective tools to identify whether someone will leave and the tools to take the necessary action to retain those employees.

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# Offboarding



# Offboarding

Every organisation will go through the moment an employee is ready to move on from their career within the organisation. Offboarding (also known as separation) is highly integral for HR departments to correctly undergo in a manner that is highly respectful for the employee yet also captures various analytical information the organisation could utilise.



The offboarding stage of the employee lifecycle specifically involves how an organisation successfully separates with an employee who was working within the organisation.

Specifically, offboarding encompasses the specific way HR departments are able to understand the reason for the employee leaving the organisation and then utilising key information in creating organisational plans to make future critical decisions onto how to improve any current business processes.

Offboarding is the final stage of the employee lifecycle and is a highly critical aspect of the employee lifecycle that HR departments within an organisation must get right. This is largely due to offboarding being a key definer of how an organisation can learn from an employee leaving the organisation.

Throughout this offboarding process, HR departments will find capturing the feedback of the outgoing employee highly valuable, this is constantly done through various exit surveys and further interviews with the employee.

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HRIS plays a vital role within HR departments throughout the offboarding stage of the employee lifecycle.

Traditional HR management throughout the offboarding process is largely paper-based and takes quite a lot of time out of both the exiting employee and HR department which may, in turn, leave a negative exiting impression upon the organisation.

Correspondingly, HRIS aims to ensure that this negative impression is turned into a positive impression whereby, the process may be conducted all online if the HR department desires to do so.

This ensures that paper-based offboarding materials are removed from processes of the HR department freeing up time and increasing overall organisation efficiency.

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EmployeeConnect plays an essential part within the offboarding stage for a HR department through the HRIS offered. EmployeeConnect makes the offboarding process simple and easy for HR departments to undergo.

Particularly, throughout the offboarding process, EmployeeConnect provides a platform for HR teams to streamline heavy offboarding activities all automated and online through a clear workflow system.

This is effectively done whereby HR departments may utilise the relevant sections offered within the offboarding tools that EmployeeConnect offers to HR teams.

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Beginning the offboarding process, EmployeeConnect works closely with HR departments and organisations to design a highly streamlined and clear workflow to offboard an employee.

A simple illustrative example of this process includes where an organisations manager may want to notify the HR department that an employee is leaving, to which the workflow will send a notification to the HR department where they may accept or reject this request, finally through the workflow a notification of accepting the request or rejecting the request to terminate the employee will be sent to both the employee and manager simple and fast.

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This reduces the time to complete certain activities within the organisation and further makes offboarding a highly easy process for HR departments to manage.

EmployeeConnect client Nextt commented on this stating “The offboarding module has extremely helped us streamline processes, it’s one-click all... we are able to offboard employees really easily and with the workflow set up we are able to inform all the necessary people and parts of our business who need to know about the leaving of the employee.”





More specifically, when offboarding an employee through EmployeeConnect, tools are presented making the overall offboarding process easier.

This is done whereby at the initiation of termination HR departments are provided with a platform whereby they can utilise various tools to effectively allocate a termination reason, note a specific termination date, capture the last date at work for the employee and further attach any files needed for the termination.

Moreover, a provisioning checklist is provided to the HR department to effectively ensure that any important allocations to the employee such as company property, vehicles or security keys allocated are to be effectively taken back before the employee offboards.

EmployeeConnect client Carers had highlighted the importance of these tools commenting "The offboarding module has been awesome! It has reshaped our employee checklist. It has been quicker and allows managers and HR to see where things are at, we are loving the system!"

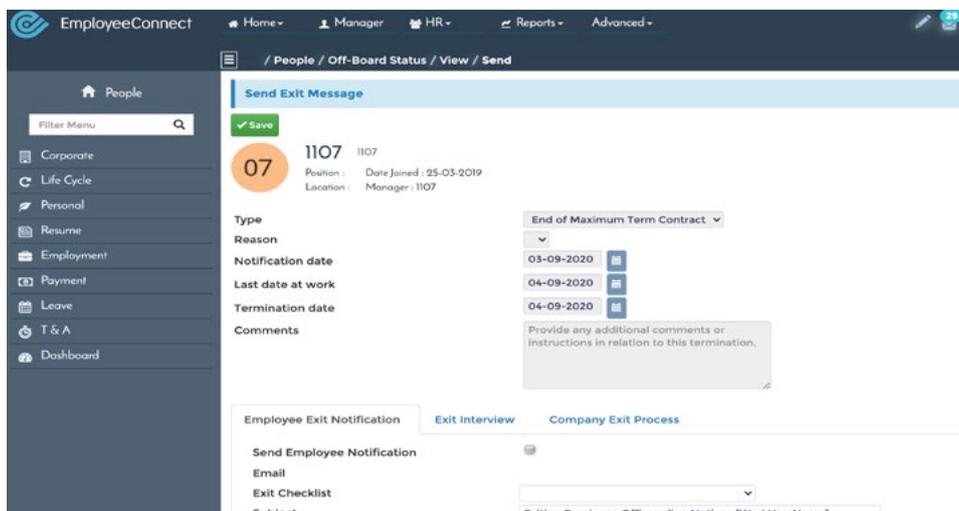


EmployeeConnect further provides HR departments with an exit checklist to schedule surveys and interviews with the employee to ensure that the organisation gains vital information required to effectively analyse how the business had operated and the employee's thoughts when the employee was working within the organisation, whilst further ensuring the employee leaves the organisation satisfied and positive.

Client Nextt has effectively used the exit surveys and interviews stating "Using EmployeeConnects exit interviews and surveys we can gather the necessary information to understand the reasons why an employee has offboarded has been extremely beneficial to our business."

Finally, EmployeeConnect provides a highly functional alert system that works to notify selected people when the employee offboards. This includes HR departments selecting and in turn notifying specific departments or employees such as IT, payroll or managers about the employees' termination.

Thus, EmployeeConnect is effectively able to ensure that HR departments are provided with a platform for offboarding that effectively removes complex spreadsheets and paperwork systems into a simple and easy functioning HRIS system to offboard employees highly efficiently.





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Build a Better  
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