TOP 5 HR PROCESSES THAT ARE THE CULPRITS OF BUSY WORK

Automating your workflow to make your work flow.

NINTEX

Spend your time working with people, not paper.

As a human resources lead, you're involved in every part of your company. And some days, it can certainly feel like it. If it seems like you're retyping the same thing over and over again, there's a good chance you might be. But you shouldn't have to. When you implement a good process, work stops being so repetitive, and starts being more effective.

Get familiar with the top five HR processes that are the culprits of busy work, and what you can do to make that work flow.

RECRUITING

ONBOARDING

TRAINING

VACATION/LEAVE REQUESTS
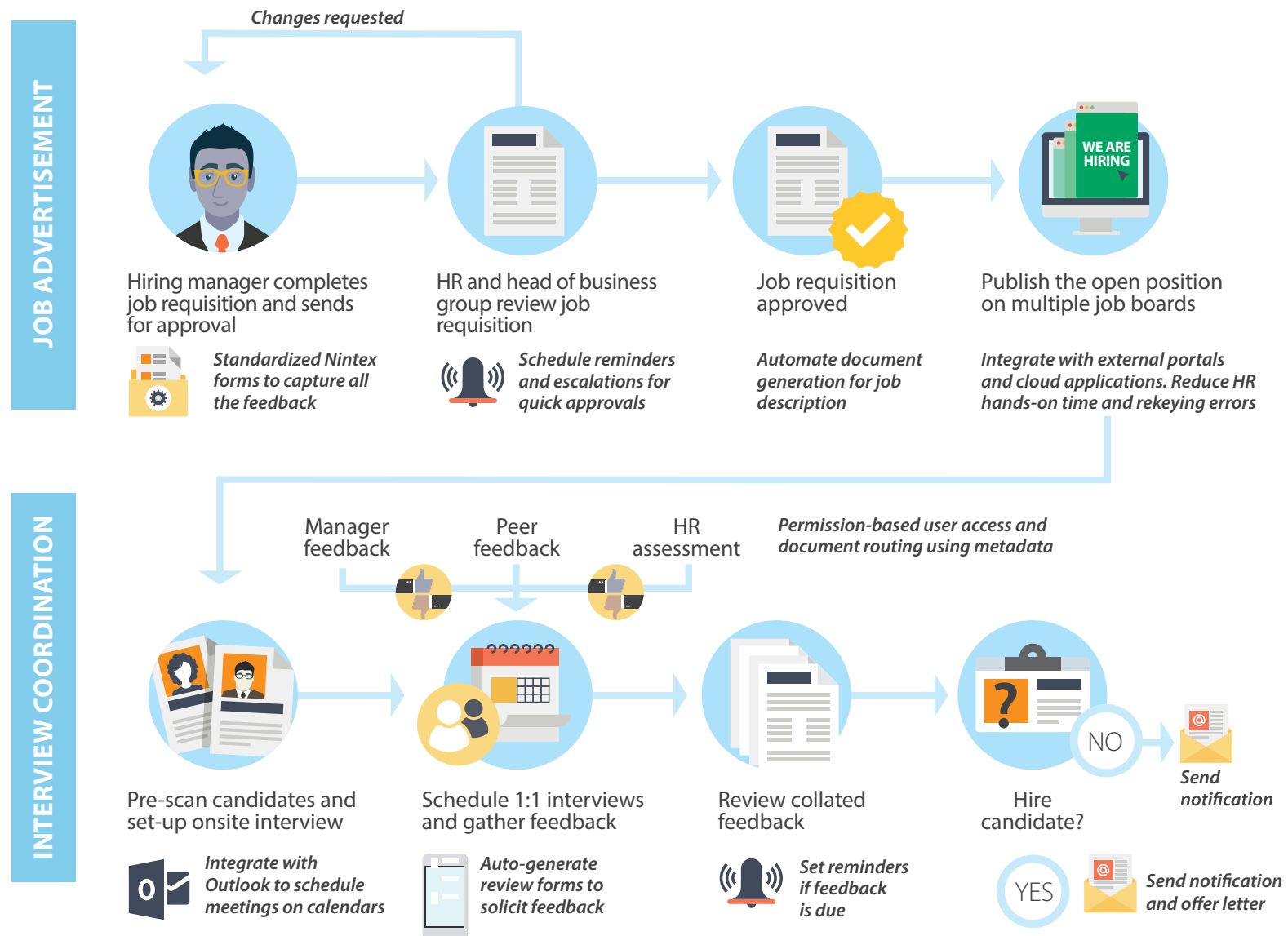
PERFORMANCE REVIEWS

RECRUITING

Recruitment is no easy task. Whether you're hunting the elusive purple squirrel, searching for someone to do basic tasks, or anything in between, delays in this process can cost you the talent you're after—and create anxiety among candidates you bring in. From job posting challenges, to interview coordination fails, to poor interview processes, to a lack of interview feedback recordkeeping, there are plenty of opportunities for processes to fall short.

The top 10% of talent is hired in less than 10 days so it's critical that your current process is up to the challenge.

SOLUTION:

An automated sequence of events, that starts with requisition, and ends with the new hire, all with a single click.

JOB ADVERTISEMENT

Changes requested

Hiring manager completes job requisition and sends for approval
Standardized Nintex forms to capture all the feedback

HR and head of business group review job requisition
Schedule reminders and escalations for quick approvals

Job requisition approved
Automate document generation for job description

Publish the open position on multiple job boards
Integrate with external portals and cloud applications. Reduce HR hands-on time and rekeying errors

INTERVIEW COORDINATION

Manager feedback   Peer feedback   HR assessment   *Permission-based user access and document routing using metadata*

Pre-scan candidates and set-up onsite interview
Integrate with Outlook to schedule meetings on calendars

Schedule 1:1 interviews and gather feedback
Auto-generate review forms to solicit feedback

Review collated feedback
Set reminders if feedback is due

Hire candidate?
NO — *Send notification*
YES — *Send notification and offer letter*

- Automate feedback entries in HR systems for instant accessibility and record-keeping

- Integrate with Outlook calendar to automatically schedule meetings

- Set notifications and reminders to expedite hiring decision making

- Improve data capture on standardized forms for the interviewing team

- Allow users access to information that is relevant to them, ensuring HR compliance

- Integrate with applicant tracking systems, payroll systems and HRIS to extend the value of those systems with automated workflows
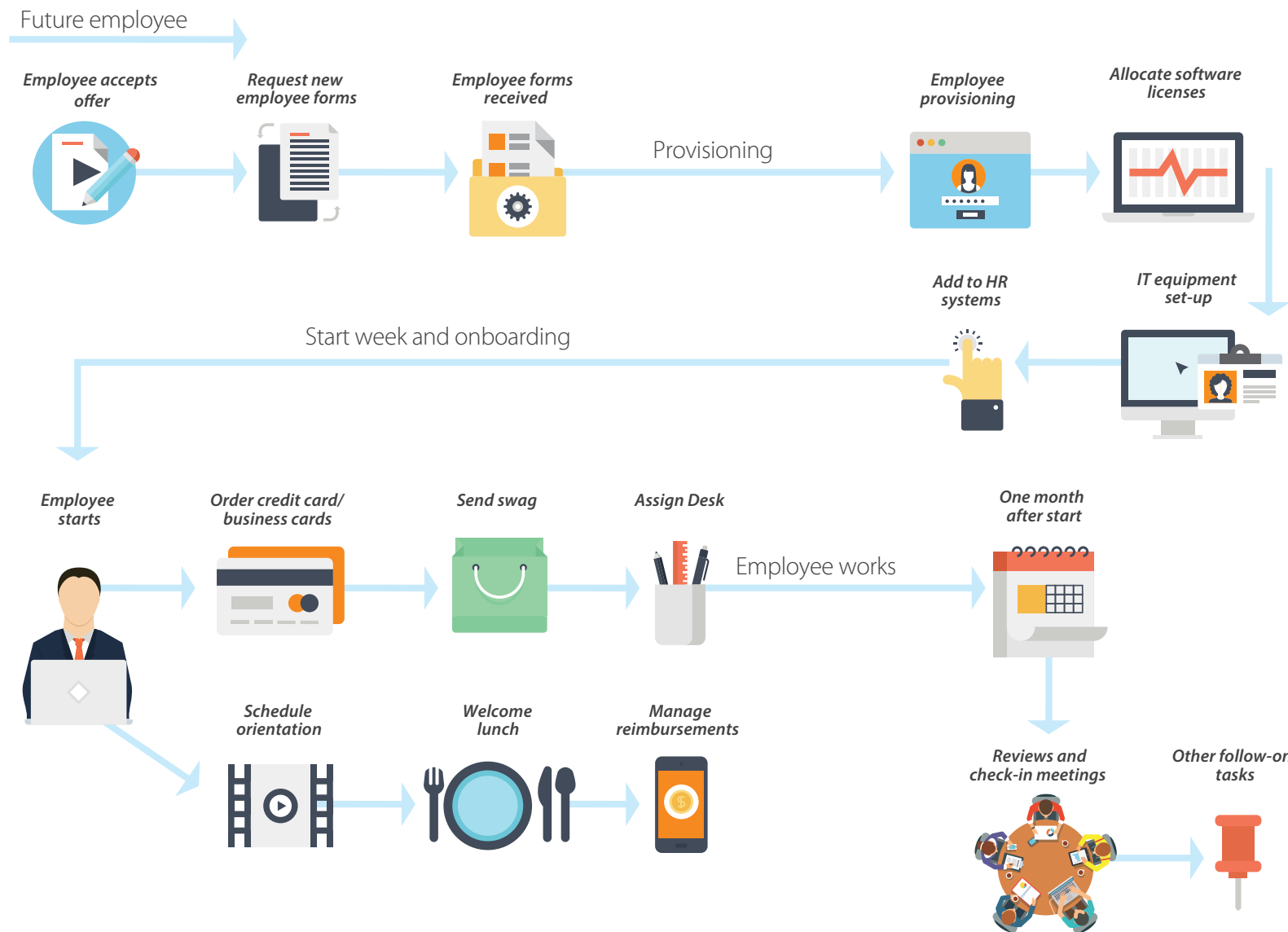
NEW EMPLOYEE ONBOARDING

Bringing on new employees requires forms, approvals, equipment, and a fair amount of time. It also requires connecting with multiple staff to ensure your new hire's experience is a good one.

So how do you manage to keep track of everything and everyone, while also remaining compliant?

SOLUTION:

An automated sequence of events, that alerts multiple departments, and triggers multiple onboarding processes, all with a single click.

Future employee

Employee accepts offer → **Request new employee forms** → **Employee forms received** → Provisioning → **Employee provisioning** → **Allocate software licenses**

Start week and onboarding ← **Add to HR systems** ← **IT equipment set-up**

Employee starts → **Order credit card/ business cards** → **Send swag** → **Assign Desk** → Employee works → **One month after start**

Schedule orientation → **Welcome lunch** → **Manage reimbursements**

Reviews and check-in meetings → **Other follow-on tasks**

- Replace paper documents with digital ones
- Enable digital approvals
- Ensure authorized users have appropriate access to ensure security and privacy compliance
- Safely store digital documents online with permissions capabilities
- Ping IT for equipment set-up automatically
- Unify users management, mailboxes, and directories
- Automatically assign software licenses
- Access/publish documents to or from HR, payroll, and accounting systems
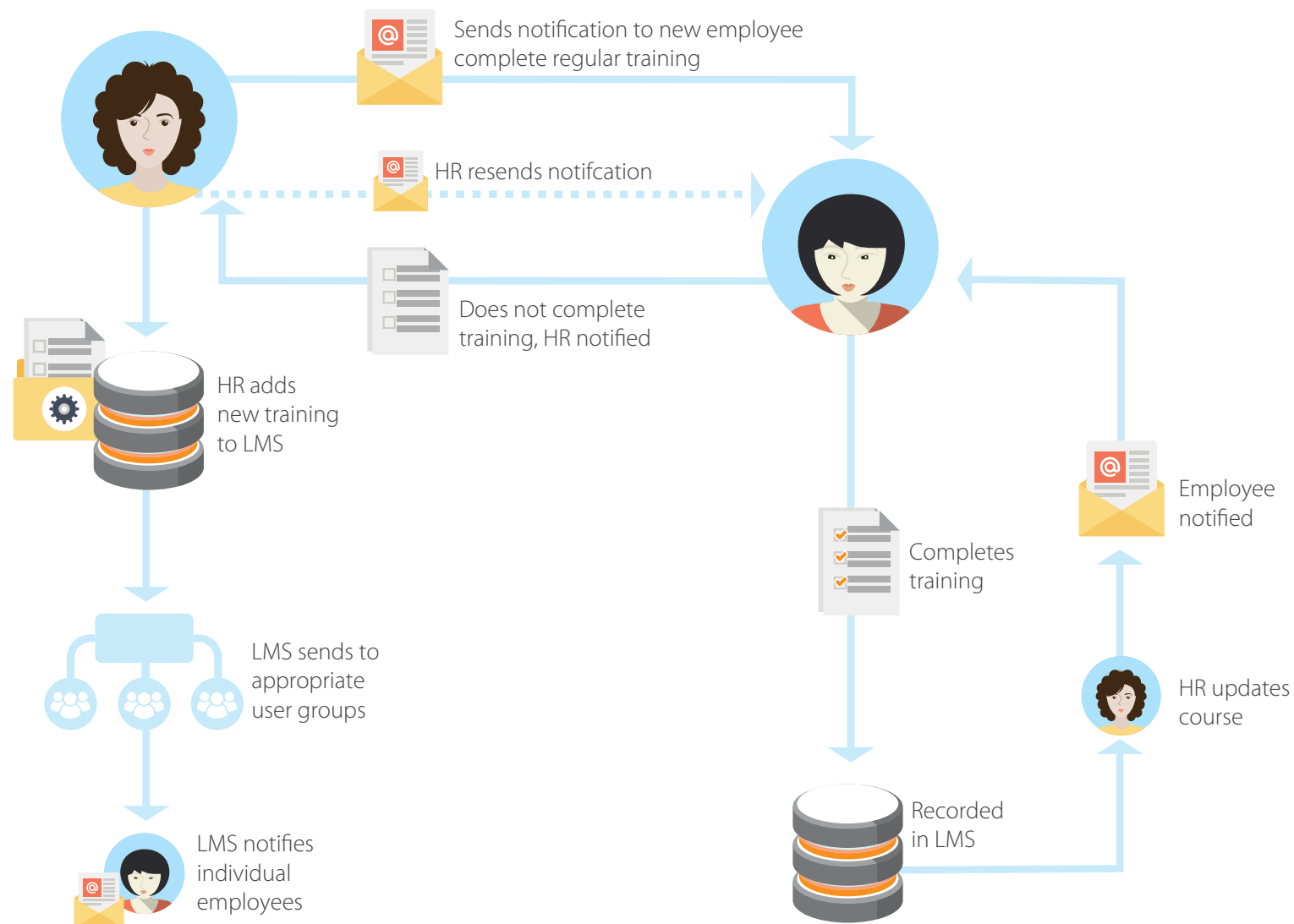
EMPLOYEE TRAINING

Businesses today are constantly evolving—policies change, procedures change, processes change—and the need for updated training typically follows. Keeping employees up to date, and helping them adapt to change, is key to maintaining a well-informed workforce.

At the end of the day, 50% of an HR person's time is spent processing employee information. Let's change that.

SOLUTION:

An automated training workflow, that shares training tools, and tracks usage across the entire staff, all with a single click.

Sends notification to new employee complete regular training

HR resends notifcation

Does not complete training, HR notified

HR adds new training to LMS

LMS sends to appropriate user groups

LMS notifies individual employees

Completes training

Employee notified

HR updates course

Recorded in LMS

- Integrate LMS (Learning Management System) with HRIS (Human Resource Information System) to streamline data entry

- Flag employees that need training, and route the appropriate coursework

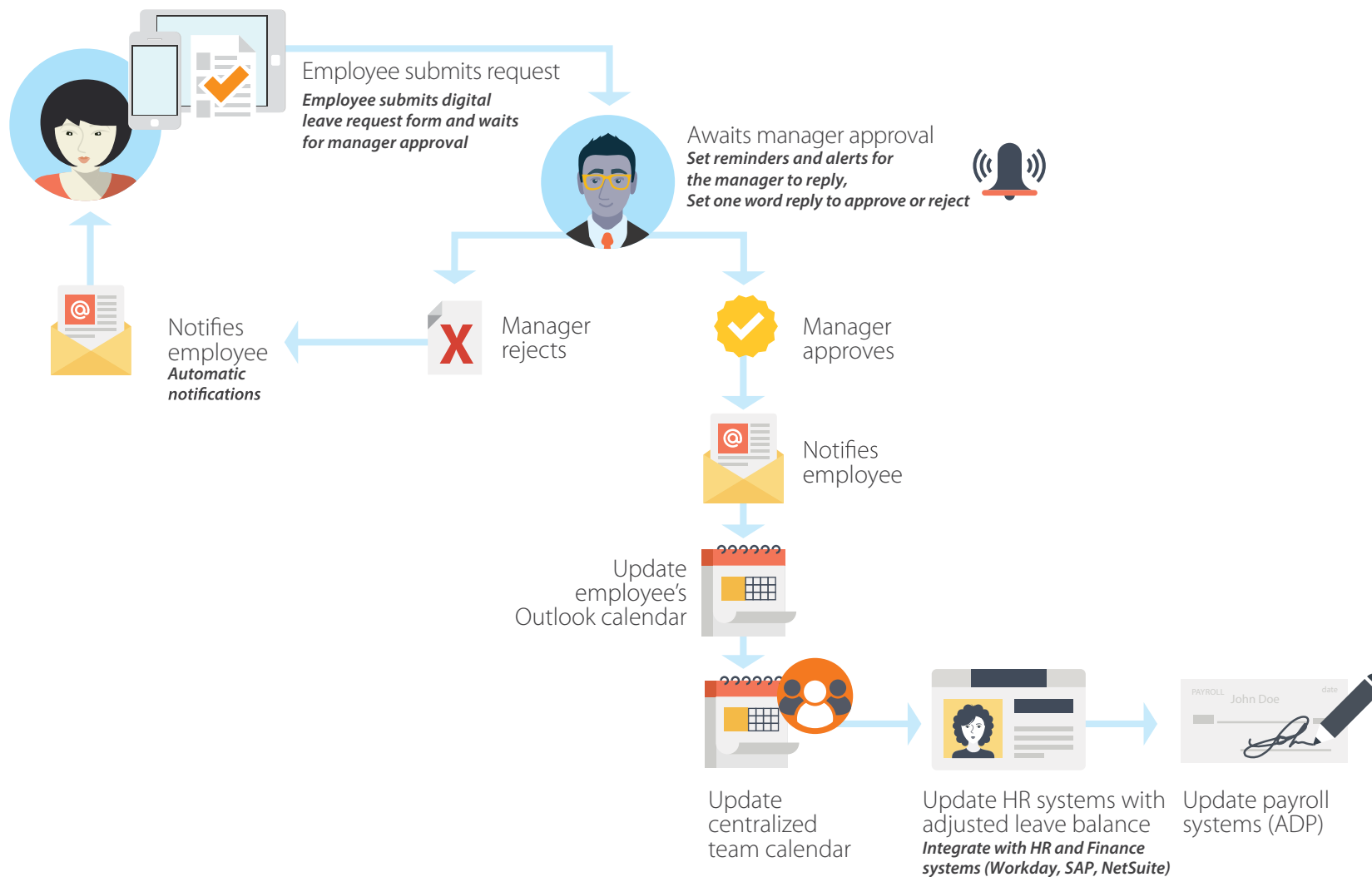- Track which employees have taken training courses, and those who haven't

VACATION/LEAVE REQUESTS

It's hard to deny the benefits of a good vacation. With a little time off, employees are happier, more productive, and feel more valued when they return. But paper-based, manual leave requests get in the way of all that good. It also causes administrative overhead, regulatory noncompliance issues, and lost productivity due to unscheduled absences.

How do you keep things moving along seamlessly, while also keeping everyone happy?

SOLUTION:

A centralized vacation request workflow capable of screening approvals, and automatically notifying other departments (like payroll) of planned absences.

Employee submits request
Employee submits digital leave request form and waits for manager approval

Awaits manager approval
Set reminders and alerts for the manager to reply, Set one word reply to approve or reject

Notifies employee
Automatic notifications

Manager rejects

Manager approves

Notifies employee

Update employee's Outlook calendar

Update centralized team calendar

Update HR systems with adjusted leave balance
Integrate with HR and Finance systems (Workday, SAP, NetSuite)

Update payroll systems (ADP)

- Schedule alerts or confirm requests automatically to expedite approvals

- Create a centralized calendar of all approved requests

- See who's out at-a-glance

- Give employees access to real-time status updates, and ensure adherence to HR protocols

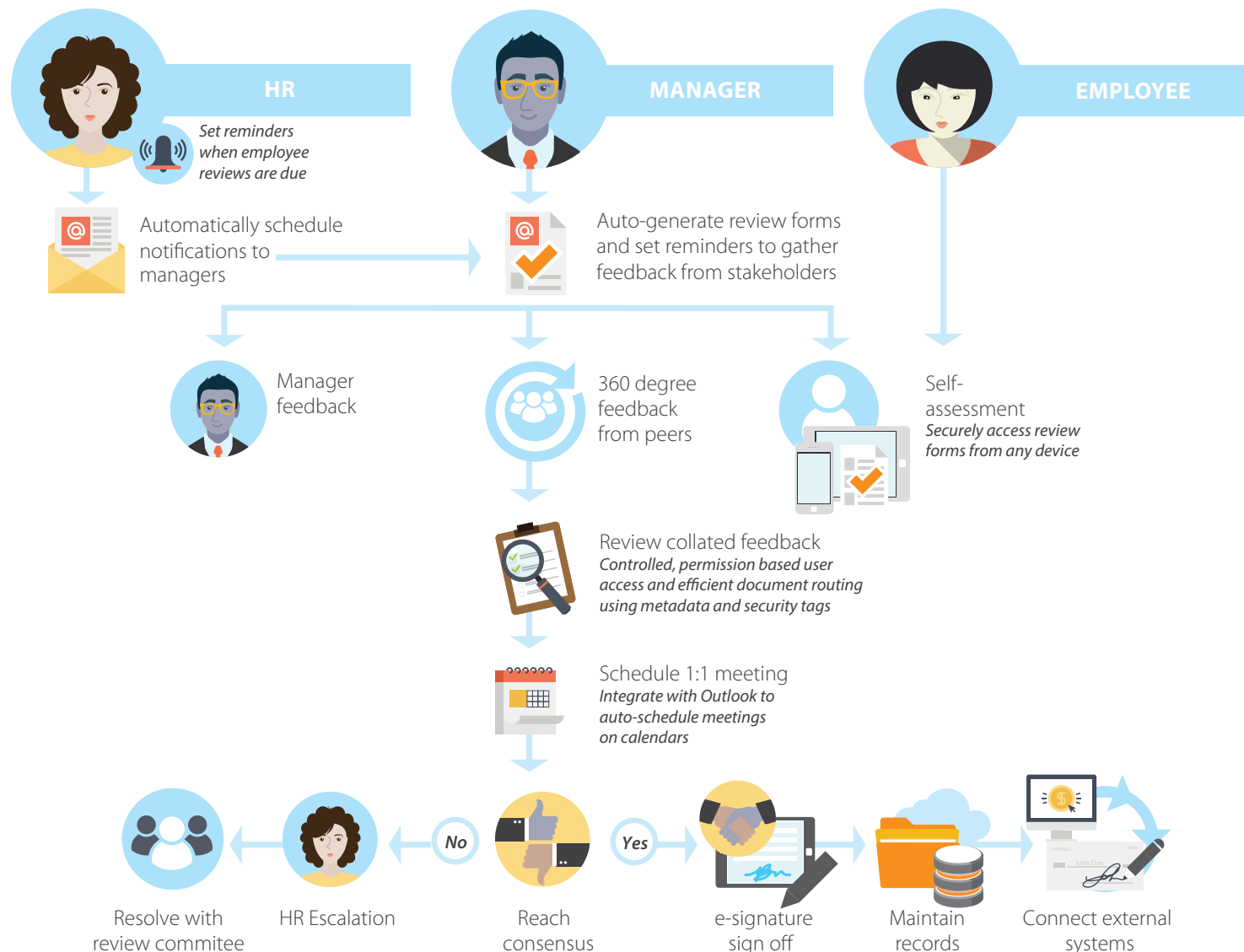- Integrate with HRIS and payroll systems to automate time-off adjustments

PERFORMANCE REVIEWS

Getting your staff to complete performance reviews is the reason why sayings like "twisting arms" exist. Sure, they are a bear—especially when you're diverting someone's attention away from the job you hired them to do. But feedback from employees—both giving and receiving—is where internal growth within an organization starts, and stops.

Because a 15% increase in employee engagement translates to 2.4% increase in operating margin.*

SOLUTION:

An automated performance review workflow that sets reminders, archives feedback, and triggers payroll, all with a single click.

HR

Set reminders when employee reviews are due

Automatically schedule notifications to managers

Manager feedback

MANAGER

Auto-generate review forms and set reminders to gather feedback from stakeholders

360 degree feedback from peers

EMPLOYEE

Self-assessment
Securely access review forms from any device

Review collated feedback
Controlled, permission based user access and efficient document routing using metadata and security tags

Schedule 1:1 meeting
Integrate with Outlook to auto-schedule meetings on calendars

Resolve with review commitee

HR Escalation

No

Reach consensus

Yes

e-signature sign off

Maintain records

Connect external systems

- Automatically schedule workflows to set reminders and expedite reviews

- Integrate e-signatures with standardized Nintex forms

- Automate sign-off and document employee feedback

- Maintain all reviews digitally and track a full audit trail, including document versions and approval history

- Integrate with HRIS and payroll systems to automate wage computation and bonus distribution