

SAP Solution Brief | PUBLIC

SAP Solutions for Human Experience Management | SAP® SuccessFactors® Onboarding

Ensure a successful transition from excited candidate to productive, happy employee

THE BEST RUN



Welcome, nurture, and keep great talent

The new hire experience is an important bridge between the candidate and employee experience. This critical time can reinforce positive impressions, call them into question, or negatively alter them. Today, many companies are employing a digital approach to ensure the successful transition from selected and excited candidate to productive and happy employee.

Companies spend countless resources to secure talent. But with many employees leaving before their first-year anniversary, there is still a disconnect between expectations and experience.

Today's employees expect to consume information and complete tasks conveniently. They expect modern tools to connect and collaborate with their new team. And they expect to see the company's values, like respect for time, support for learning and feedback, and commitment to an innovative and inclusive culture.

But with the average onboarding program consisting of more than 50 tasks and manual processes, many companies are struggling to

meet these expectations. Mediocre or negative experiences leave new hires asking, 'did I make the right decision to work here?'

SAP® SuccessFactors Onboarding brings together your supporting systems, processes, and people into an intuitive digital experience—accessed from anywhere, on any device. Step-by-step programs are personalized for each individual and help ensure timely completion, increased engagement, and accelerated productivity. The solution's flexibility enables crossboarding and offboarding, and supports unified workflows with several SAP SuccessFactors HXM suite and SAP solutions. This helps extend the business value, while ensuring consistent and positive experiences throughout critical employee transitions.

Welcome, nurture, and keep great talent

Comprehensive programs and HXM suite unified workflows

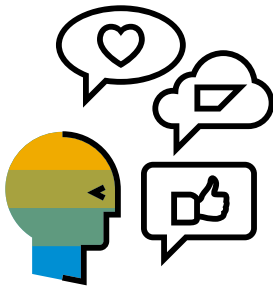
SAP SuccessFactors Onboarding is a cloud-based solution that lets you manage a variety of programs, including Pre Day-One, Onboarding, Crossboarding, Offboarding, and Rehire, through a single solution. These programs, built on the SAP SuccessFactors platform, are powered by the extensive capabilities of the HXM suite, including

a common data platform, Document Management, Business Rules Engine, and Integration Center. This serves as the foundation for delivering the optimal new hire and employee experience: employing the right data and workflows, while adapting to your specific business needs, processes, and system landscape.

Comprehensive programs and HXM suite unified workflows

Personalized, experience-driven journeys

Automated workflows and insights via embedded intelligence



Manage Pre Day-One, Onboarding, Crossboarding, Offboarding, and Rehire with a **single solution.**

Unified workflows between SAP SuccessFactors Onboarding, our HXM suite, and SAP solutions let your employees move seamlessly through their daily tasks, while you easily introduce new hires to important aspects of your overall employee experience:

- SAP® SuccessFactors Recruiting: Initiate onboarding directly from candidate profile
- SAP® SuccessFactors Employee Central: Convert candidates to employees, and use intelligent services for automated onboarding updates based on employee transitions

- SAP® SuccessFactors Learning: Assign and track onboarding learning tasks
- SAP® SuccessFactors Performance and Goals: Define and communicate 30/60/90-day goals
- SAP Signature Management by DocuSign: Use e-Signature for all forms
- SAP® Qualtrics Employee Lifecycle: Automate onboarding and offboarding surveys and insights
- SAP Work Zone for HR: Provide a digital workplace for social collaboration

Comprehensive programs and HXM suite unified workflows

Personalized, experience-driven journeys

Automated workflows and insights via embedded intelligence

Personalized, experience-driven journeys

SAP SuccessFactors Onboarding simplifies the onboarding process not only for the new hire, but also for everyone responsible for creating, delivering, and tracking the supported programs.

Before day 1, new hires are invited to access a personalized home page with an introduction to your company and the initial gathering of information, including a new hire data review, compliance forms, and details for equipment or uniform needs.

On the new hire's first day, the portal expands to include people connections, like an assigned buddy or people to meet, and any remaining administrative tasks.

Any enabled cross-suite workflows, such as learning tasks or goal management, are also included. Step-by-step guidance, contextual help, and proactive notifications help to ensure accurate and timely completion.

With a comprehensive dashboard, HR onboarding managers can quickly see what is required for whom, by whom, when, and current status. They can initiate and complete tasks directly from this dashboard. And managing content, for benefits guides, company videos, and the like, is simple. Step-by-step tasks guide uploading, defining where and how the content is presented, and selecting global or specific viewing assignments.

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For hiring managers, notifications and a dashboard view of their new hires help drive engagement and prioritization. A checklist of tasks guides them through all required and optional inputs, including personalized content and connections for each new hire. For mass onboarding scenarios, the hiring manager has the option to select any or all of the new employees, and complete the process in a single task.

Specific tasks and functionality support additional employee transitions, including knowledge transfer plans, asset tracking, and rehire verification To Dos.



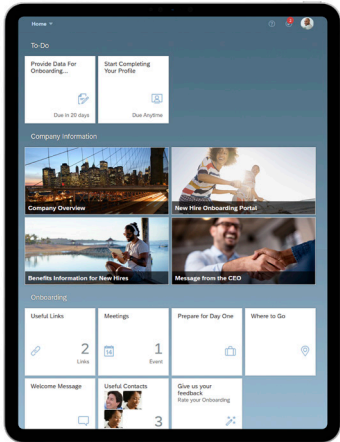
Administrators can leverage extensive capabilities within the Admin Center to define these experiences. The process variant manager, specifically designed to support the admin needs of SAP SuccessFactors Onboarding, lets admins visually define program sequencing, validate the logic, and apply the associated business rules. Default program sequences and best practices are available and often leveraged to accelerate the implementation process.

Comprehensive programs and HXM suite unified workflows

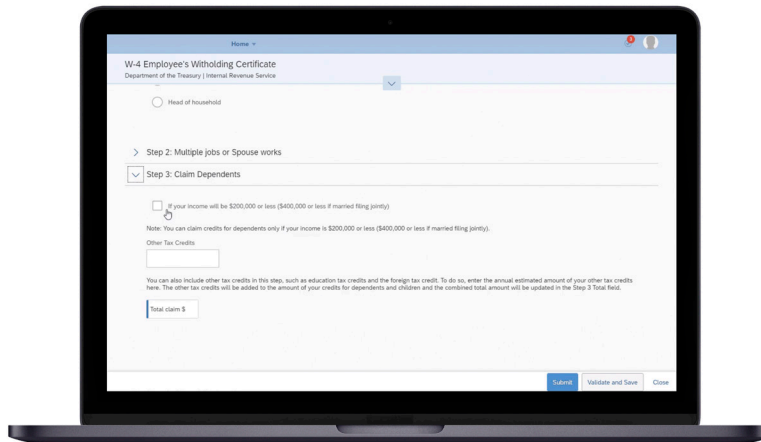
Personalized, experience-driven journeys

Automated workflows and insights via embedded intelligence

Simplify, streamline, and automate tasks for new hires, hiring managers, HR onboarding managers, and administrators.



New Hire Personalized Home Page



New Hire Guided Forms

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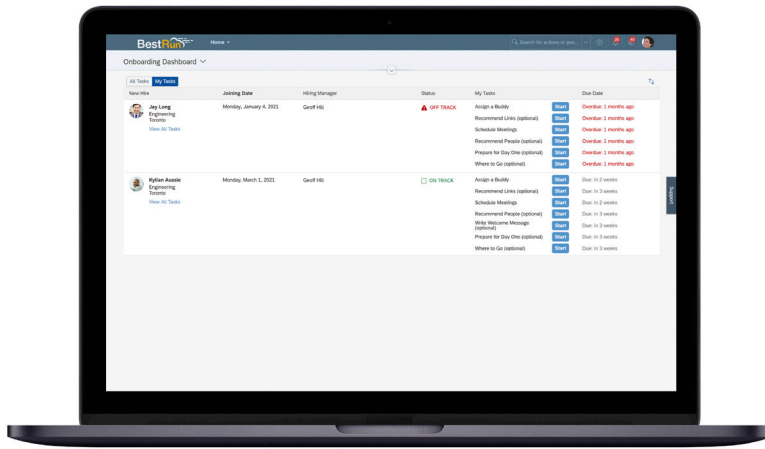
SAP Solution Brief

Objectives

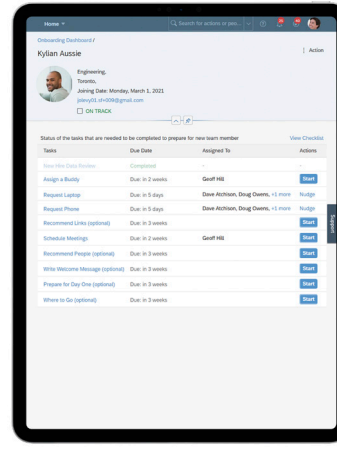
Solution

Benefits

Quick Facts



HR Manager Onboarding Dashboard



Hiring Manager Checklist

Comprehensive programs and HXM suite unified workflows

Personalized, experience-driven journeys

Automated workflows and insights via embedded intelligence

Automated workflows and insights via embedded intelligence

By automating critical steps of the onboarding process, such as recruit-to-hire data mapping and the conversion of an external 'pre day-1 user' to an internal employee, SAP SuccessFactors Onboarding helps to eliminate the time and risk associated with manual activities. You can configure and adapt an extensive set of business rules for your specific business needs. API support for third-party integrations, such as external recruiting and HRIS, ensures continuous alignment with your broader HR landscape.

SAP SuccessFactors Onboarding employs SAP® SuccessFactors® People Analytics to help you understand the performance and resulting impact of your onboarding programs. You can easily view

status across specific locations or teams to identify potential bottlenecks. In addition, with the ability to combine onboarding data with other HXM suite data, you can quickly see longer term effects, such as productivity and retention.

Through integration with SAP Qualtrics Employee Lifecycle, you have the unique opportunity to combine operational and sentiment data to understand both process and people effects. You can easily include employee surveys in your automated workflows for both new hires and departing employees. This consistent capturing and reporting of sentiment data gives you the insights required to understand and optimize.

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Improve employee productivity and retention

By streamlining onboarding, SAP SuccessFactors Onboarding enables experiences that are beneficial for both your organization and your employees.

With compliance, culture, and connections in one efficient experience, new hires can easily identify and navigate resources and required tasks. They feel welcomed by your company and informed on their role. They are prepared to contribute early and effectively. They can confidently share their fresh perspective and new ideas. And they feel valued and committed as an employee.

In addition, SAP SuccessFactors Onboarding greatly reduces the time your supporting teams spend on tactical processes. This helps to shift the internal perception of onboarding from administering paperwork to ensuring each new hire has what they need to be successful.

These improved employee experiences help you realize significant gains on employee productivity and retention, as well as drive positive results for top-level initiatives, such as diversity and inclusion, and digital transformation.

Improve employee productivity and retention

Summary

SAP SuccessFactors Onboarding is a cloud-based solution that lets you efficiently manage a variety of programs and employee transitions, including Pre Day-One, Onboarding, Crossboarding, Offboarding, and Rehire through a single solution. Powered by the SAP SuccessFactors platform and embedded intelligence, this solution delivers personalized and comprehensive experiences to help ensure timely compliance, increase engagement, and improve productivity.

Objectives

- Provide a welcoming, inclusive, and productive new hire experience
- Help ensure compliance and overall program completion
- Improve efficiency for HR onboarding teams and hiring managers
- Extend onboarding programs beyond paperwork
- Track performance and impact on key business metrics

Solution

- Comprehensive and flexible solution supporting onboarding, crossboarding, offboarding
- Experiences designed to address the needs of each role
- Intelligent workflows and insights powered by the SAP SuccessFactors platform
- Localization for over 100 countries and country-specific compliance support
- Unified workflows with SAP SuccessFactors HXM suite
- Multiple e-Signature options, including SAP Signature Management by DocuSign

Benefits

- Increase employee productivity
- Ensure timely compliance
- Build connections and social collaboration
- Improve job satisfaction and retention
- Leverage existing platform investments and expertise

Learn more

To find out more, call your SAP representative today or visit us [online](#).



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