RedCarpet
onboarding & life events

A Powerful Onboarding and Life Events Tool

Lay Out the RedCarpet™ for New Hires

Onboard new hires into your company as soon as the offer is accepted by providing them with access to a secure, personalized pre-employment portal.

- Organize and track internal tasks that need to be completed before the employee's start date and into the first several months.
- Manage forms electronically and track their completion.
- Comply with government regulations.
- Monitor where employees are in the onboarding or life event process.
- Easily update content and documents with simple tools that anyone can use.
- Make your new employees feel like they are the valuable contribution you hired them to be.

The recruitment process is just the beginning of new employees' experience with your company. To ensure that the investment you are making in them will benefit your organization quickly, you must immerse them in corporate policies and culture while providing them with the tools they need for success. But it doesn't stop there...

Employees experience multiple events and changes throughout their careers that can result in anxiety and loss of productivity, such as transfers, promotions, mergers, medical leave, relocation and offboarding. SilkRoad's onboarding and life events solution, RedCarpet, helps both employees and HR professionals effectively manage change for all critical employee transitions by providing:

- Completely customized portals for socialization and efficient delivery of all relevant information
- Robust task management so that you can have a defined process, and see where all employees are in that process
- Electronic forms capability to eliminate errors and speed time to completion
- Reduced administrative burden of paperwork and managing tasks
- Consistent and accountable processes
- Easy administrative features and user management, giving you the power to dictate who can create, contribute and even view each task or record

Electronic I-9 Completion and Verification

In addition, RedCarpet allows you to realize significant cost savings, security, and better searching and tracking options with electronic completion of the Form I-9. You can also verify employment eligibility

SilkRoad

with complete integration with the Department of Homeland Security's E-Verify program allowing you to:

- Get quick results on your queries
- Eliminate SSN mis-match errors
- Reduce unauthorized employment

... without ever leaving the RedCarpet solution!

Onboarding

The initial excitement new hires experience over starting a new job can quickly develop into frustration as they run into challenges in their quest to become acclimated with a new company and productive in their new jobs. Common frustrations often include a lack of connection to their new company's culture and talent brand, low company preparation for their first day and challenges in completing a multitude of paperwork with poor instruction and repetitive information.

RedCarpet addresses these challenges by providing a personalized portal for all new employees where you can give them information on their new job and get them acclimated to your corporate culture and procedures early. All tasks can be tracked and forms can be electronically completed and signed.

Once employees accept your employment offer, you can provide them with a login and password that gives them access to a secure portal that is completely tailored to them and your organization. Within the portal, new hires can even complete government and corporate forms electronically, significantly improving accuracy and completion. Examples of portal content can include:

- Tactical first day information like where to park or where to eat
- A welcome message from the CEO, their mentor or manager
- Personal information like their new phone number and colleague contact information
- Social activity information like company sports leagues or events
- Job information such as policies, training information or even insights into current projects

Offboarding

Inefficient offboarding processes can cost organizations millions of dollars in lost equipment, time and continued benefits. Even more critical and less understood is the consequences of failure to revoke access to internal and external systems, as well as the documentation of processes in order to reduce the risk of lawsuits and loss of private company information.

Whether it's a resignation or other form of involuntary or voluntary termination, RedCarpet provides easy-to-use tools for efficient management of the critical and time sensitive tasks and processes associated with offboarding employees:

- Customized portal as one central location for any and all information necessary for the offboarding of employees in your specific organization
- Management of all tasks - revocation of system access, return of company assets, paperwork, termination of benefits and more...
- Electronic forms capabilities - reduce errors and accelerate time to completion
- Significant reduction of termination processing costs
- Lowered legal and financial risks
- Easier transitions that will maintain amicable relationships with offboarded employees

Support For Other Life Events

RedCarpet isn't just for onboarding and offboarding; you can create customized portals and manage tasks for any employee life cycle event including transfers, promotions, relocations, maternity and other medical leave, mergers and acquisitions. With SilkRoad's RedCarpet onboarding and life events solution you can maintain productivity and morale during employee transitions, help alleviate the burden and costs of paperwork and processing, as well as make sure all tasks are completed accurately and on schedule.