



Adobe Document Cloud for HR

Slash paperwork, win the talent war and move your high-performing culture forward.



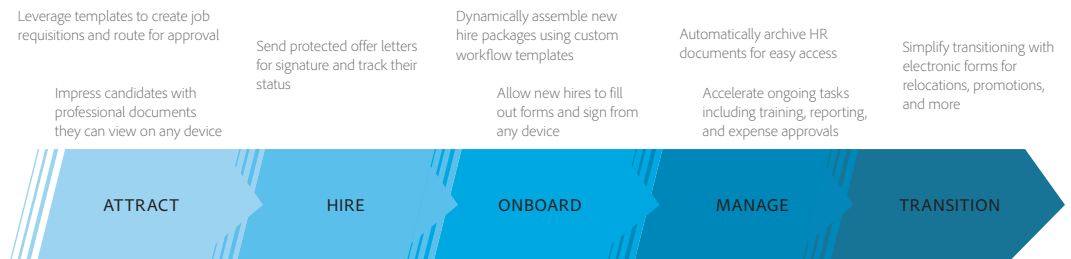
“With Adobe Sign, we’re leveraging templates to send paperwork in just a few clicks. The workflow is easy enough for all employees to pick up immediately, while still giving me the functionality to build out advanced use cases and scale to our needs.”

Matt Maimoni,
talent operations manager,
Foursquare

In today’s race to attract and retain top talent, the ability to create and deliver professional HR paperwork quickly is a competitive advantage. But for departments still relying on paper forms, manual approvals, data rekeying, and ink signatures, HR processes can take weeks—frustrating employees and candidates. Worse, delays in opening job requisitions, hiring, and onboarding can impact your company’s productivity.

Maximize HR efficiency with Adobe Document Cloud

Adobe Document Cloud solutions—including Adobe Sign and Adobe Acrobat DC—speed processes for signing and approvals, document package preparation, protection, and more. Whether approving new positions, hiring and onboarding new talent, or managing existing employees, Adobe Document Cloud lets your team quickly create, send, and track professional and compliant HR document packages. No more paper getting lost in mailboxes or on people’s desks. Plus, Adobe Document Cloud integrates with leading business systems such as Workday, so you can get up and running quickly and easily, and eliminate the errors caused by data rekeying and work with your current HR processes. Storing HR documents in existing systems or within Adobe Document Cloud makes them easy to find.



By adding Adobe Document Cloud to existing HR processes, businesses slash the time they spend hiring, onboarding, and managing talent. Beyond improving HR efficiency, Document Cloud contributes to compliance and sustainability objectives.

Transform the way you work

Paper processes are slow, expensive, and hard to secure and track. Speed up and standardize your HR processes with a secure digital document solution that contributes to compliance and corporate sustainability objectives. With Adobe Document Cloud, HR staff can convert paper into searchable PDFs, collaborate and leverage templates to create electronic forms and documents, and use a workflow to automatically route documents for approval. They can also password-protect documents to safeguard personal information and restrict copying, editing, or printing.

Adobe Sign provides secure and legal e-signatures, eliminating the need to print, sign, and deliver paper. Automated tracking confirms when recipients receive or take action on documents, providing an audit trail that helps maintain compliance. And processes aren’t delayed if people are out of the office, as recipients can edit, sign, and approve documents from their smartphones.

"In less than four months, we reduced the average time for onboarding cases from more than nine days to just over one day."

Niamh Hoey,
continuous improvement lead,
European People Services Center,
Telefónica

Impress candidates and simplify hiring

From application to offer, your hiring processes reflect your brand. Put your best foot forward with a solution that makes it easy for candidates to apply and accept an offer. Electronic forms and Adobe Sign eliminate paper applications and integrate with back-end systems for faster processing with no data rekeying required. Send information packages in a PDF Portfolio that candidates can reliably view on any device. Using standard branded templates, create and send secure electronic offer letters that candidates can read, legally sign with an *e-signature*, and return from a browser or mobile device—all with a few clicks. There's no delay while you wait for them to get the offer or find a printer and scanner, so they can start sooner and begin contributing faster.

Improve the employee experience

New hires have enough to learn—and existing employees have enough to do—without printing, filling out, signing, and scanning lots of documents. Use Adobe Document Cloud to streamline HR onboarding, training, reviews, and transfers by creating and sending PDF forms and documents that employees can view, fill out, verify, and sign quickly and conveniently from anywhere. Integration with existing systems simplifies form filling, so employees don't have to enter the same information multiple times.

You can send documents to any number of recipients with a click, or quickly personalize standard templates and send private information in a password-protected PDF. And it's no longer a chore for HR to oversee every process or communication. Using a dashboard, HR personnel can verify who has received and viewed documents and can set up automatic reminders to ensure no steps are missed.

Choose a leader in digital documents to boost business efficiency

Join the ranks of industry leaders that are using Adobe Document Cloud to reduce HR costs, increase organizational agility, and improve compliance. Slash the time it takes to attract and hire top talent, and get them onboard and contributing faster. Streamline your HR processes, improving productivity, employee satisfaction, and your company's competitiveness. And rest easy knowing that your solution is backed by Adobe, the company that created PDF and a leader in digital documents for over 20 years.

For more information:

[www.adobe.com/go/
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