

Onboarding with Electronic Signature

Accelerate your hiring process with the myStaffingPro® Onboarding module. The module enables applicants to electronically sign and submit their pre-hire paperwork.

Features

- **Reduce Time to Hire** – Enable applicants to conveniently complete their pre-hire paperwork online from any computer.
- **Reduce Administrative Costs** – Eliminate duplicate data entry and filing costs with an online onboarding process.
- **Easy Implementation** – Benefit from a consultation with one of our experienced client services managers. The client services manager will work with you to define and setup your onboarding process. The standard process includes the electronic signature of the application, I9, W4, state tax form, and EEO information.
- Client specific forms and state tax forms can be added for an additional fee.*
- **Automatic Manager Notification** – Email requests are sent to the manager when their signature is required on the pre-hire paperwork.
- **Secure Online Data Collection** – Information is collected on a secure server with data encryption. The new hire's signed documents are stored in a document vault by AlphaTrust and are assigned a complete electronic signature audit trail.
- **Prevent Fraud** – Ensure security with dual applicant and manager login authentication.
- **Access Data 24/7** – Log into myStaffingPro at any time to access the signed onboarding documents.

For more information, please contact a Sales Representative at (800) 939-2462 or sales@mystaffingpro.com.

Onboarding with eSignature

Application Electronic Signature

W4 Electronic Signature

I9 Submittal