

AUTOMATED ONBOARDING



CBIZ Hiring & Onboarding provides employers a dynamic cloud-based tool designed to expedite and automate new hire processes – from posting a job to filing new hire information – through one central login with our web-based payroll platform.

CUSTOMIZE YOUR HIRING PROCESS

Manage every aspect of your hiring and onboarding procedure to meet your needs.



HIRING TEAM



WORKFLOWS



REQUISITIONS



EMAIL TEMPLATES

1

ASK OPTIONAL PRE-INTERVIEW QUESTIONS

Create unlimited pre-screening questions to include in your job interview process.



AUDIO



VIDEO



WRITTEN



MULTIPLE CHOICE

3

ELECTRONICALLY ONBOARD NEW HIRES

Expedite and automate your onboarding process by turning your current forms into digital format. Run background checks and electronically complete I-9, W-4, and custom documents. Provide an electronic offer letter with e-signature.

5

CREATE A JOB POST IN 60 SECONDS

Auto-post unlimited job postings to top job boards and social media sites; Included at no extra charge.

- Indeed
- Glassdoor
- Juju
- LinkedIn
- Twitter
- Facebook

2

IDENTIFY TOP CANDIDATES

Easily identify top candidates, automatically screen for WOTC with up to \$9,600 in tax credits for hiring eligible individuals, process the federally mandated employment verification process at no extra charge with E-Verify, and much more.

4

HIRE EMPLOYEES IN LESS TIME, WITH LESS COST

Stay compliant and save thousands of dollars and countless hours by automating your hiring and onboarding process. New hire data can then be integrated into CBIZ's web-based payroll system.

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