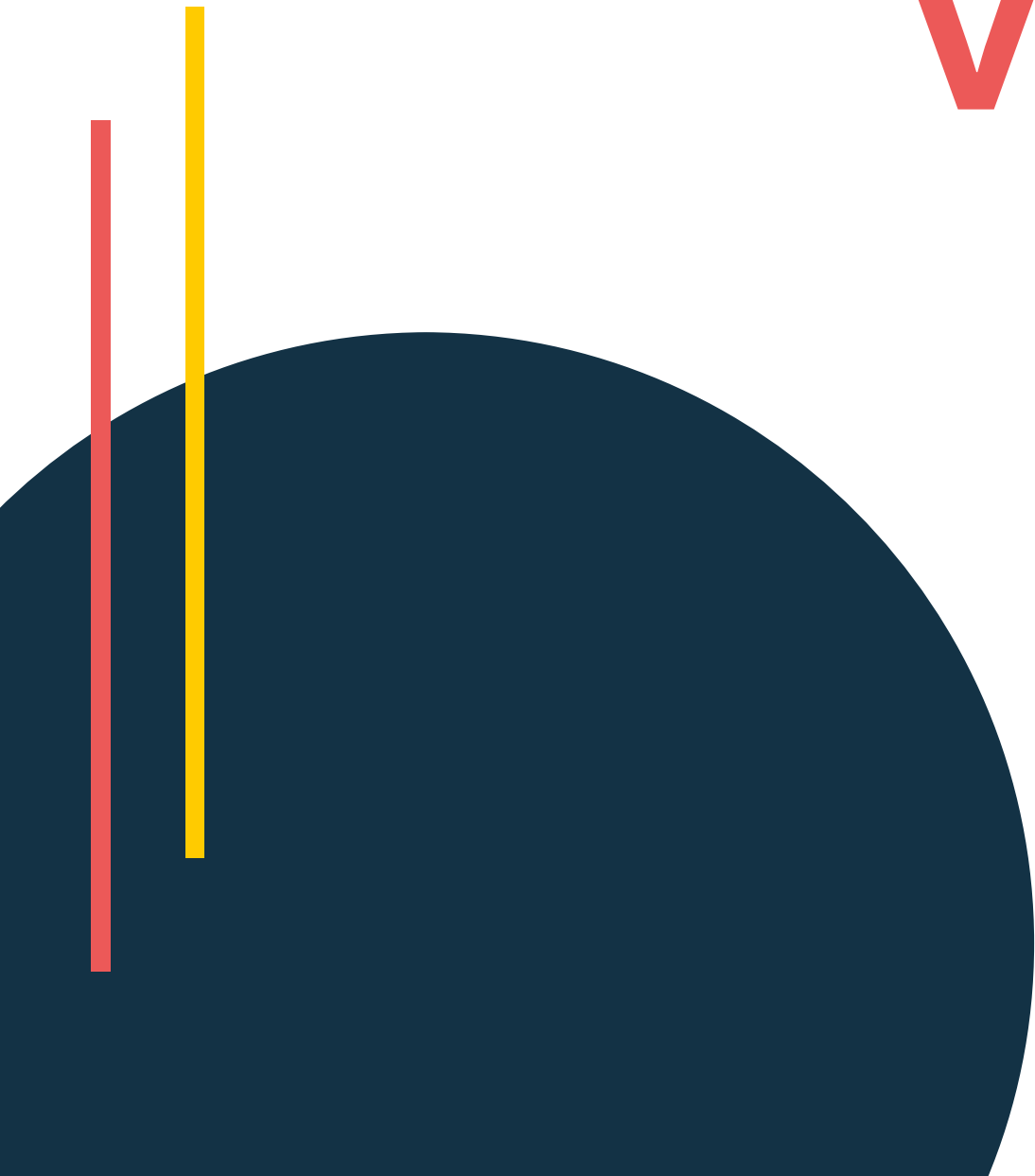




Virtual Onboarding

TalentLink

ATS | VMS | CRM | Insight | Onboarding



Agenda Today

- **Video Review** – creating one-way video questions for candidates during the application & selection process
- **Video Brand** – creating video content and using this in job adverts and candidate communications
- **Bringing onboarding processes online**
 - Collecting information & documents from the candidate
 - Referencing & approval of references
 - Recording DBS check status & outcome information
 - Offering the candidate & sending video communication (welcome messages)
 - Providing onboarding information to the candidate – policies etc
 - Notifying IT & Facilities of a new starter
 - Contract creation & signature with DocuSign
 - Candidate surveys
- Q&A, Your Thoughts, Current Picture

Video Features in TalentLink

Saba are pleased to offer a variety of native features & integrations to support video at all stages of the recruiting cycle; from advertising to application processes and beyond into the selection and onboarding phases.

SABA VIDEO REVIEW

One-way video introductions and assessments in the application or selection process, fully integrated to TalentLink.



SABA VIDEO BRAND

Incorporating video into your employer branding through video content on career sites and shared through the selection phases, fully integrated to TalentLink.



INTEGRATIONS

A wide selection of integrations to top providers in the market.

EASYRECRUE

HireVue

Montage
THE BETTER CANDIDATE EXPERIENCE™

Cammiu
Video recruitment experts

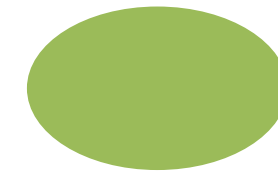


Saba Video Review

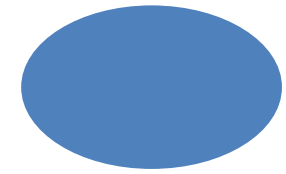
The Challenges



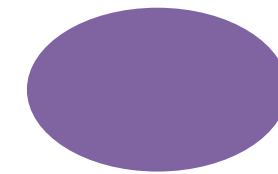
**SCREENING FOR VOLUME
RECRUITMENT IS OFTEN INEFFECTIVE**



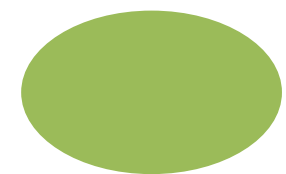
GEOGRAPHICAL CONSTRAINTS



**TIME-TO-HIRE IS TOO LONG AND RISKS
HIGH CANDIDATE DROP OFF**



**TRADITIONAL INTERVIEWS ARE TIME
CONSUMING AND DON'T ALWAYS
REPRESENT A GOOD USE OF THE
RECRUITERS/HIRING MANAGERS TIME**

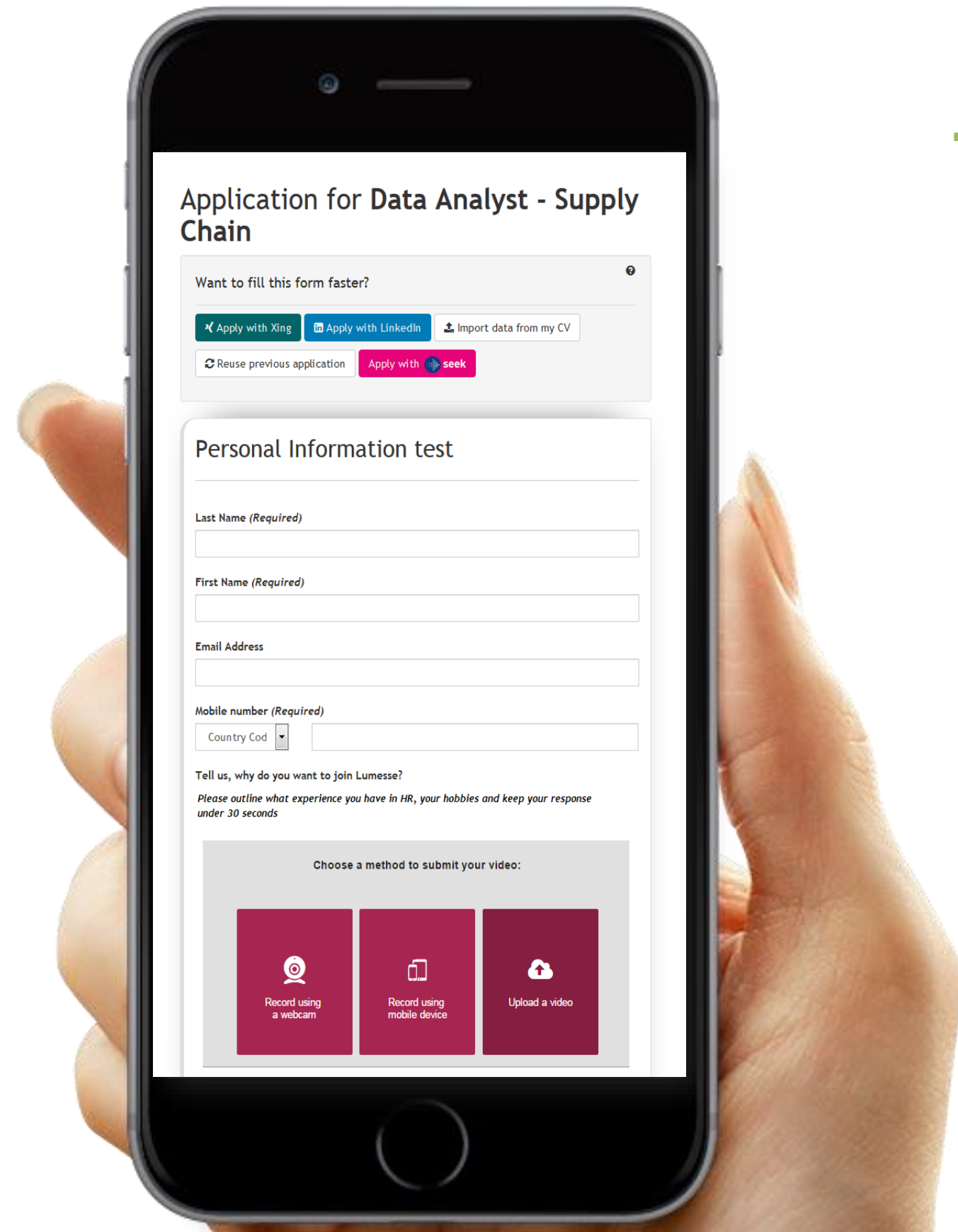


**CVS & WRITTEN TEXT DON'T PROVIDE
SUFFICIENT INFORMATION TO REVIEW
SOFT SKILLS, UNDERSTAND THE
CANDIDATES PERSONALITY OR ASSESS
CULTURAL FIT**



**RECRUITERS SPEND SIGNIFICANT TIME
ON 'UNNECESSARY' FIRST
ACQUAINTANCES/INTERVIEWS**

The Solution | Video Review



Application for Data Analyst - Supply Chain

Want to fill this form faster?

Apply with Xing Apply with LinkedIn Import data from my CV

Reuse previous application Apply with seek

Personal Information test

Last Name (Required)

First Name (Required)

Email Address

Mobile number (Required)

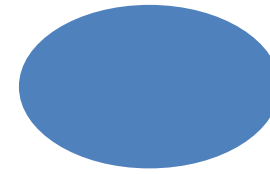
Country Cod

Tell us, why do you want to join Lumesse?

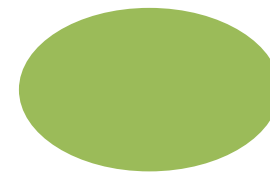
Please outline what experience you have in HR, your hobbies and keep your response under 30 seconds

Choose a method to submit your video:

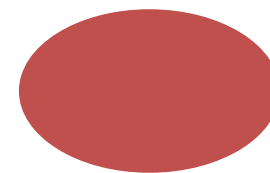
Record using a webcam Record using mobile device Upload a video



FULLY INTEGRATED TO TALENTLINK

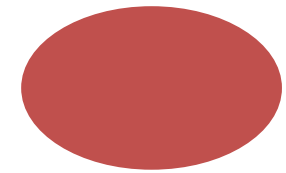


ONE-WAY VIDEO INTERVIEWS



DURING THE APPLICATION OR SELECTION PROCESS

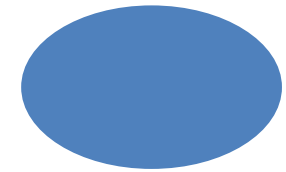
The Benefits



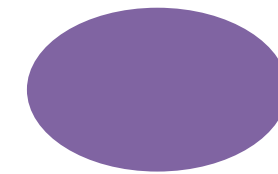
CANDIDATES CAN BE ASSESSED FASTER AND WITH LESS NEED FOR UNNECESSARY FACE-TO-FACE INTERVIEWS.



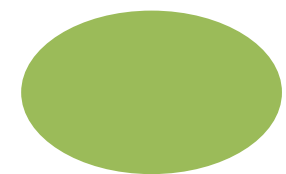
REDUCE TIME AND COST AT THE FRONT OF THE SELECTION PROCESS THROUGH LESS FACE-TO-FACE 'INTRODUCTION' TYPE INTERVIEWS



ANSWERS CAN BE RECORDED AND REVIEWED AT ANYTIME



PROVIDES GREATER ACCESSIBILITY TO ROLES FOR CANDIDATES WHO MAY NOT HAVE EXTENSIVE READING AND WRITING SKILLS



CLEARER ASSESSMENT OF SOFT SKILLS, PERSONALITY TYPE AND CULTURAL FIT



SIGNIFICANTLY INCREASING THE EFFICIENCY OF THE RECRUITMENT PROCESS.

Saba Video Review | Features

Integrated

- Fully integrated with TalentLink – no separate set up/ integration needed
- Videos can be included as part of the initial application form, or subsequently during the selection process
- Videos can be played back at anytime within TalentLink

Brand Ready

- Customise using a range of branding features to ensure consistency across the process

Simple

- Convenient and easy to use - candidates can record and submit videos in just a few clicks
- Seamless – No need for recruiters/ hiring managers to login to a separate system

Flexible

- Select which roles have video included in the recruitment workflow and where
- Align questions using a number of different factors – role, location, seniority

Saba Video Review | Features

Multi-device Optimised

- Candidates can record videos directly from mobile device/ Integrated desktop/laptops web cams or upload from external sources

Anywhere/Anytime

- Candidates can record, re-record and upload in their own time

Sharable

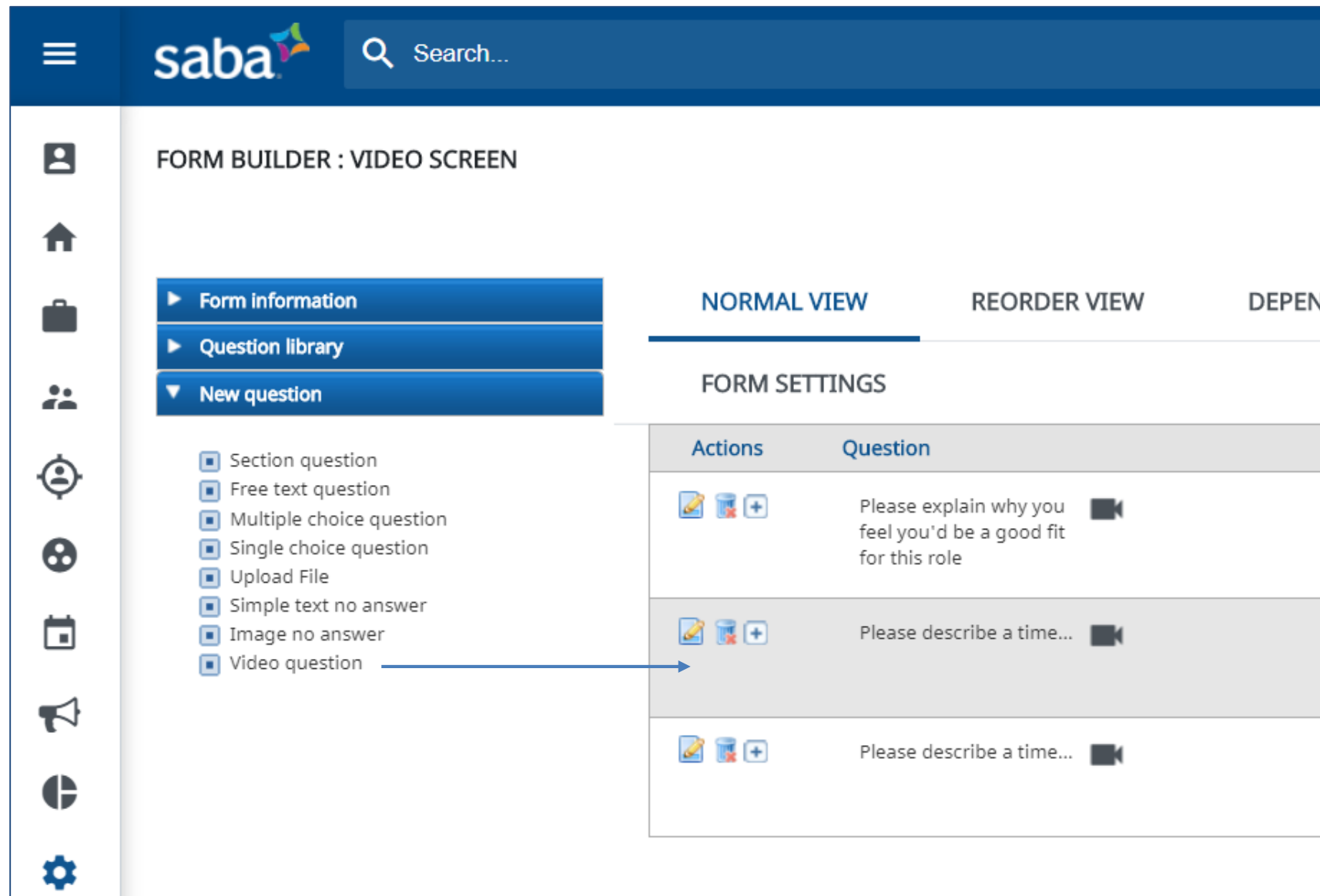
- Videos can be watched by recruitment team members in their own time, and structured feedback given

Multi-lingual













- Caters for all supported TalentLink languages

Managing Video Questions

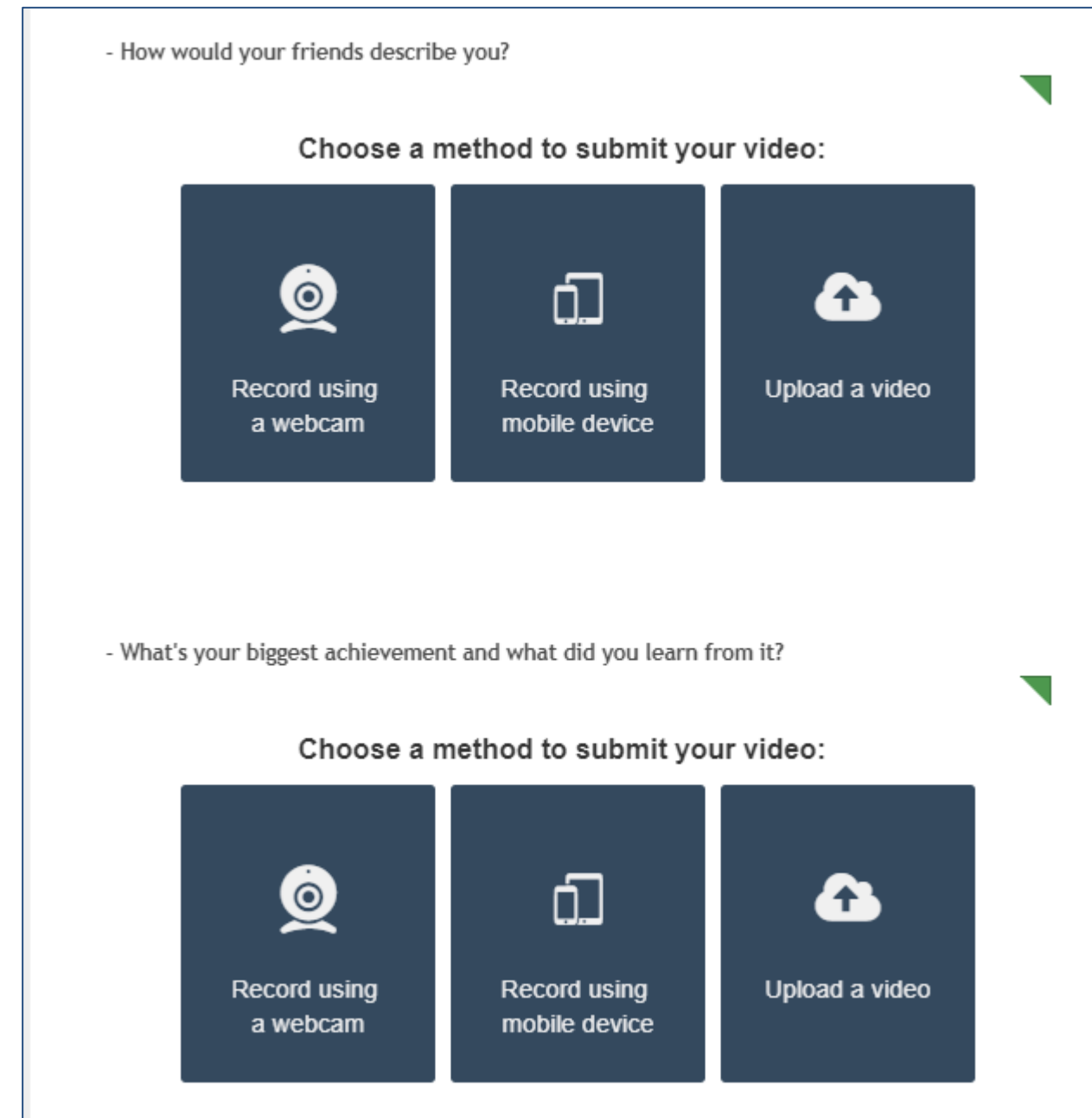
New question type in Form Builder



The screenshot shows the Saba Form Builder interface. The top navigation bar includes the Saba logo and a search bar. The main content area is titled 'FORM BUILDER : VIDEO SCREEN'. On the left, there is a sidebar menu with options: 'Form Information', 'Question library', and 'New question'. The 'New question' menu is expanded, showing a list of question types: Section question, Free text question, Multiple choice question, Single choice question, Upload File, Simple text no answer, Image no answer, and Video question. The 'Video question' option is highlighted with a blue arrow. The main area displays 'FORM SETTINGS' with tabs for 'NORMAL VIEW', 'REORDER VIEW', and 'DEPENDENCIES'. Below the tabs is a table with columns 'Actions' and 'Question'.

Actions	Question
  	Please explain why you feel you'd be a good fit for this role 
  	Please describe a time... 
  	Please describe a time... 

Candidate Experience

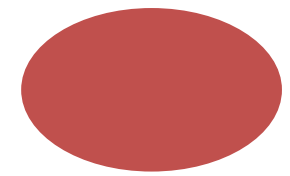


The screenshot shows the candidate experience interface. It features two questions, each with a video submission option. The first question is '- How would your friends describe you?'. Below it, the text 'Choose a method to submit your video:' is followed by three dark blue buttons: 'Record using a webcam' (with a webcam icon), 'Record using mobile device' (with a mobile phone icon), and 'Upload a video' (with an upload icon). The second question is '- What's your biggest achievement and what did you learn from it?'. It also has the same 'Choose a method to submit your video:' prompt and three buttons: 'Record using a webcam', 'Record using mobile device', and 'Upload a video'.

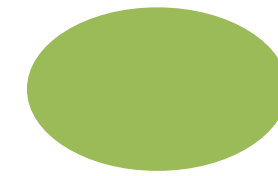


Saba Video Brand

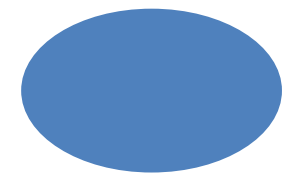
The Challenges



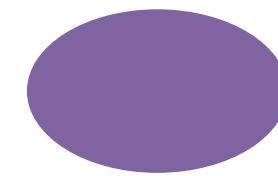
ENSURING A POSITIVE FIRST IMPRESSION FOR VISITORS AND MAINTAINING THIS THROUGHOUT THEIR RECRUITMENT JOURNEY



INSUFFICIENT RESOURCES TO PRODUCE PROFESSIONAL VIDEOS INTERNALLY



DIFFICULTY IN TELLING A GENUINE STORY OF THE ORGANISATIONAL CULTURE TO CANDIDATES



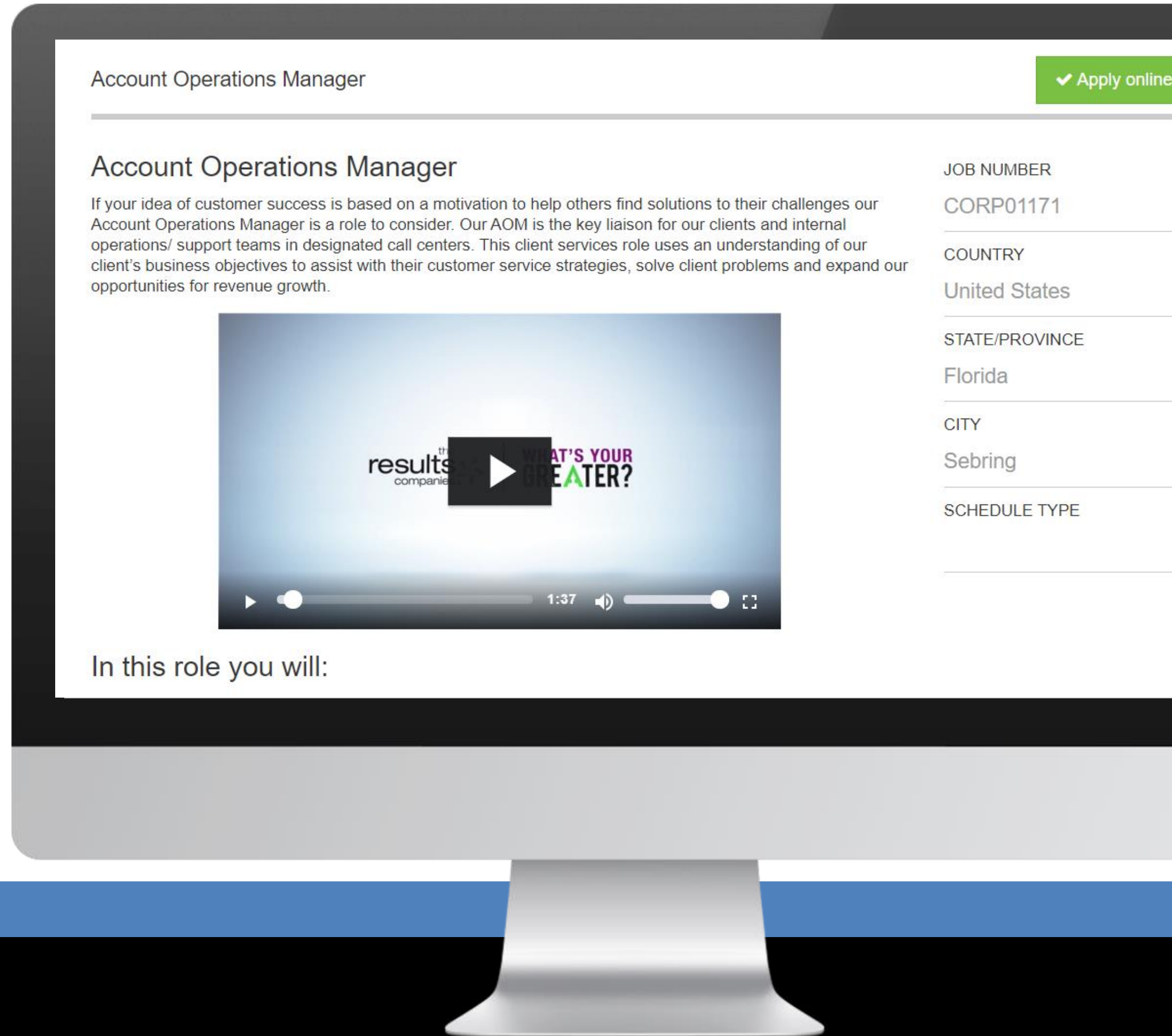
BARRIERS TO PARTICIPATION: RESTRICTED POOL OF PARTICIPANTS DUE TO A NUMBER OF FACTORS INCLUDING, LOCATION, EQUIPMENT AND TIME CONSTRAINTS

Research Shows...

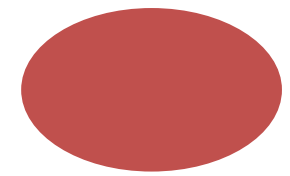
- **87% of online marketers** use video content
- Over half of video content is viewed on mobile
- Social video **generates 1200% more shares** than text and images combined.
- Video on a landing page can **increase conversions by 80% or more**
- Viewers retain **95% of a message** when they watch it in a video compared to 10% when reading it in text.
- Video marketers achieve a **54% increase in brand awareness**

The Solution: Video Brand

- Fully integrated to TalentLink
- Include video content in job adverts
- Send videos in candidate communications



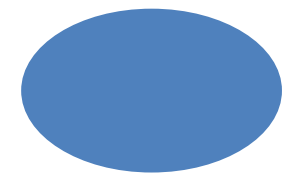
The Benefits



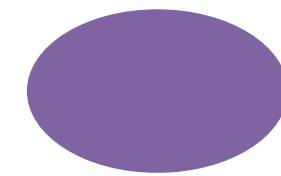
GIVES THE ABILITY TO CREATE AUTHENTIC VIDEO CONTENT, THAT FEELS MORE GENUINE AND IS MORE LIKELY TO INSPIRE ACTION FROM THE VIEWER



THE SIMPLICITY OF CREATING THIS CONTENT, ENCOURAGES EMPLOYEE PARTICIPATION



ADD A PERSONAL TOUCH TO EVERY PHASE OF THE RECRUITMENT PROCESS AND ATTRACTS THE RIGHT TALENT EARLIER IN THE PROCESS



THIS TECHNOLOGY IS FULLY INTEGRATED WITH TALENTLINK

Saba Video Brand | Features


- **Simple Sharing:** Add selected videos to enrich your, job advertisement or social media campaign
- **Manage:** View and assess your video library in one place
- **Easy to use:** Content can be created, reviewed and published in a few clicks
- **Mobile Optimised:** Videos can be viewed on mobile devices
- **Seamless:** Fully integrated with TalentLink, with no separate setup needed
- **Control your brand:** Retain control over which video testimonials are shared publicly

Managing Videos


Video Library

Invite colleague


VIDEO LIBRARY



9 days ago
public video (1:11) recorded on lumessedemo/multiple-question page.



17 days ago
private video (0:10) recorded on lumesse-demo-saint-gobai page.



20 days ago
public video (0:42) recorded on lumessedemo/multiple-question page.

Video Creation

Hi colleague!

We want to give work seekers a good impression of our culture, the open position and the team. Our people (you) are key in giving this first impression.

I want to ask you to record a short video, with your smartphone, in which you answer one of the questions shown below. We will use your video to promote our open jobs and attract the right talent as soon as possible.

Good luck!

Please select the question you want to answer in your video: *

Choose a method to submit your video:

Record using a webcam

Record using mobile device

Upload a video

First name: *

Last name: *

Email address: *

- I allow my employer (including subsidiaries) the right to use the submitted video and publish the video publicly. The primary goal is to enhance employer brand awareness of my employer and subsidiaries.*

Send

Adding Video Content to Job Adverts & Emails

Job Adverts

MERGE FIELDS

- > Job Opening
- > User
- > Recruiters
- > Operational Team
- > Posting
 - > Images
 - > Videos
 - Bottom
 - Header 1
 - Header 2
 - Logo
 - Top of Job
 - Description
 - Job Ad City
 - Job Ad Company
 - Job Ad Country
 - Job Ad Keywords
 - Job Ad Region

EDIT THE JOB ADVERTISEMENT #1

IMPORT

ADD MERGE FIELDS

Want to know how it is to work with us?

Account Operations Manager Apply online

Account Operations Manager

If your idea of customer success is based on a motivation to help others find solutions to their challenges our Account Operations Manager is a role to consider. Our AOM is the key liaison for our clients and internal operations/ support teams in designated call centers. This client services role uses an understanding of our client's business objectives to assist with their customer service strategies, solve client problems and expand our opportunities for revenue growth.

VIDEO: results... AT'S YOUR... EATER?

JOB DETAILS:

- JOB NUMBER: CORP01171
- COUNTRY: United States
- STATE/PROVINCE: Florida
- CITY: Sebring
- SCHEDULE TYPE:

In this role you will:

Email Communications

Template Content

From: Use email address of Connected User Use alternate Email Address

Save Email in candidate history.

Subject: Welcome Onboard! [Add merge fields](#)

Priority: High Normal Low

Sensitivity: Normal

Email Template Content

Dear [%First_Name%],

We are pleased to offer you a job as a [%job_ad_title%].

The confirmed details of your offer of employment are:

Base Salary: [%base_salary%] [%base_currency%] per [%base_period%]
First working day: [%first_day%]

[Click here to view your welcome message!](#)

Yours Sincerely

[%person_in_charge%]

Preview:

Subject: FW: Welcome Onboard!

Dear Leanne,

We are pleased to offer you the role of Customer Insight Specialist.

The confirmed details of your offer of employment are:

Base Salary: £25,000 per annum
First working day: 23rd March 2020

[Click here to view your welcome message!](#)

Yours Sincerely

The Recruitment Team



Managing Onboarding Steps

Summary

- Many customers use the TalentLink selection process to manage their onboarding tasks.
- This functionality uses features that are covered by the license costs and do not require additional modules.
- Key onboarding tasks covered by customers include:
 - Offer letter & paperwork production
 - Additional Information from candidates
 - Notifications to other colleagues (e.g. IT & security teams)
 - Collection of candidate references



Case Study

Enhancing the Candidate and Hiring Manager Experience with Lumesse TalentLink

Surrey County Council

The Challenge

Surrey County Council works to better the lives of people across Surrey. The organisation needs the best people for a wide variety of roles, though it's challenged with attracting talent into essential council roles in a competitive recruitment market.

In 2022, onboarding was a difficult process for a hiring manager at Surrey County Council to work through. Managers would need to fill in over 7 forms with 90 questions to get a new team member started and often the hefty administration process meant it wasn't always completed fully or via timely manner – a process that affected both new employees and managers. To improve its operations, Surrey County Council needed to increase efficiencies and create a smarter, more streamlined approach to recruitment and onboarding, benefiting hiring managers and candidates.

The Solution

Change came in 2022 with an L&P implementation of Lumesse TalentLink systems and added the recruitment and onboarding process as well as 7 forms to 1 with 20 single questions. The system automatically notifies departments who have a key role in the process of their requirements, access, and Property is a single small but important first step that they were able to focus on their staff and also ensured that the onboarding is day one.

Business Impact

- Cost per hire decreased over 20% in 2 years
- Hiring Manager Satisfaction increased 70% - 80%
- Candidate collection higher than 80%
- Percentage of appointments completed within 30 days up from 55% to 80%

“ TalentLink's powerful data function and the simplification of even administration tasks has enabled Surrey County Council to be far in its recruitment and on-boarding. The result is a HR department productive with a motivated team that are focused on reaching quality candidates. ”

Mark Bennett
Recruitment and Resourcing Manager

SABA

Managing Candidate References with TalentLink Selection Process Configuration Guide

Step Type = Additional Info from Candidate

This standard selection process step type allows TalentLink to contact a candidate to ask them to complete an attached online form.

This generic step type can therefore be used in many onboarding situations:

- Automated launch from previous step
- Block launch of step until other activities are complete, e.g. Offered status is reached
- Attached unlimited separate attachments, e.g. Uniform size and order form PDF
- Allow candidate to respond to online form
- Allow candidate to upload completed documents
- Ad hoc report on all responses

Step Type = Additional Assessment

This standard selection process step type allows TalentLink to contact a user or colleague by email to ask them to complete an attached online form.

This generic step type can therefore be used in many onboarding situations:

- Automated launch from previous step
- Block launch of step until other activities are complete, e.g. Offered status is reached
- Attached unlimited separate attachments, e.g. PC & mobile phone order requirements or personal information to security for new name badge.
- Allow colleagues to respond to online form
- Ad hoc report on all responses
- Set due dates & record completed dates / times

Step Type = Quality Survey

This standard selection process step type allows TalentLink to contact a candidate or user / colleague by email to ask them to complete an attached online survey form.

This generic step type can therefore be used in many onboarding situations:

- Schedule an automated launch from previous step
- Block launch of step until other activities are complete, e.g. Offered status is reached
- Attached unlimited separate attachments, e.g. PC & mobile phone order requirements or personal information to security for new name badge.
- Allow colleagues to respond to online form
- Ad hoc report on all responses
- Set due dates & record completed dates / times

Automated Online Referencing

In 2018 we launched our check module.

At the time this was a separate system but following customer feedback we are integrating this module deeply within the TalentLink system in 2019 to include:

- auto-population of e-mail addresses of referees that have been captured in standard reference questions by the candidate.
- Support of multiple references in one step
- Option to upload documents to feedback form.

Contract Creation

TalentLink fully supports the production of contract documentation through the use of MS Word mail merge features.

This allows customers to use merge fields in the system to create a complete employment contract which can then be sent to the successful candidate directly through the system.

Template Information

Template Name * Language

Description

Comment

Contract Model Contractor

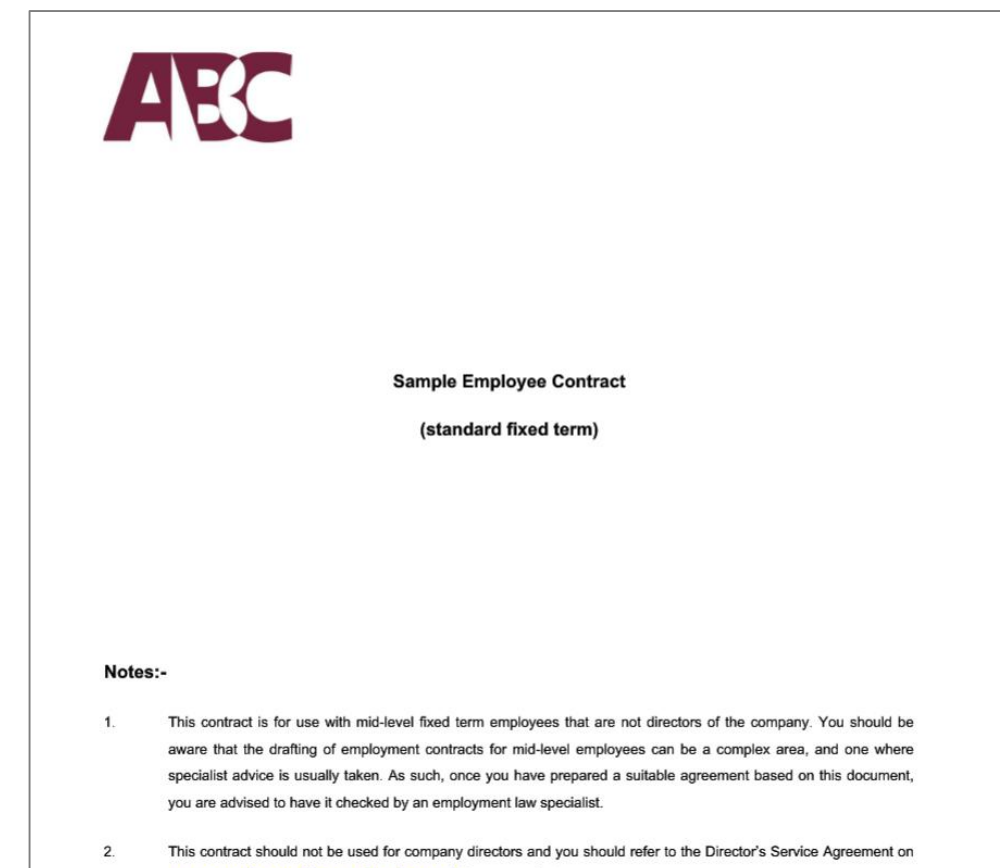
Template Content

Select document to upload No file selected.

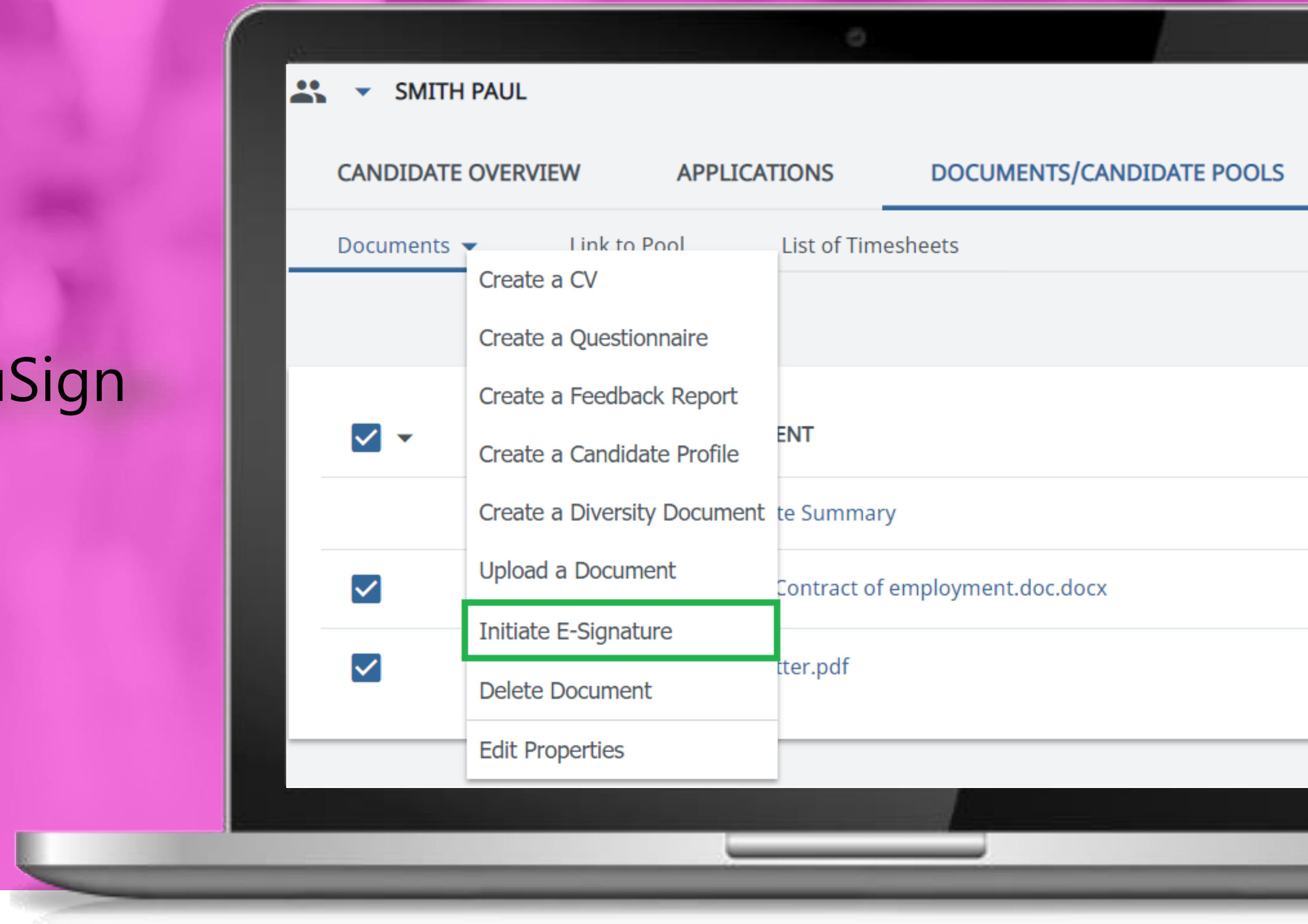
File formats allowed : .doc .docx

Create template from empty MS Word document with available merge fields

© Lumesse (UK) Ltd.



eSignature with DocuSign



INTEGRATION FEATURES



SIMPLIFIED PROCESS

The steps to initiate and complete are simple throughout the entire signing process.



FLEXIBLE

The eSignature request can be started at any point of the recruiting process.



COLLABORATIVE

The integration allows multiple participants from within and outside the platform to be part of a signature group.



KEEP IT STRUCTURED

The solution enables you to have multiple people sign the same document in a sequential order.



STAY IN TOUCH

Automatic reminders sent to recipient and notifications of completion sent to user who initiates.



STREAMLINED

Business Intelligence is used to pre-fill most of the data making it easier to initiate the signature process.



UPLOAD WITH EASE

The solution allows users to include one or more documents to be part of an envelope.



TRACK PROGRESS

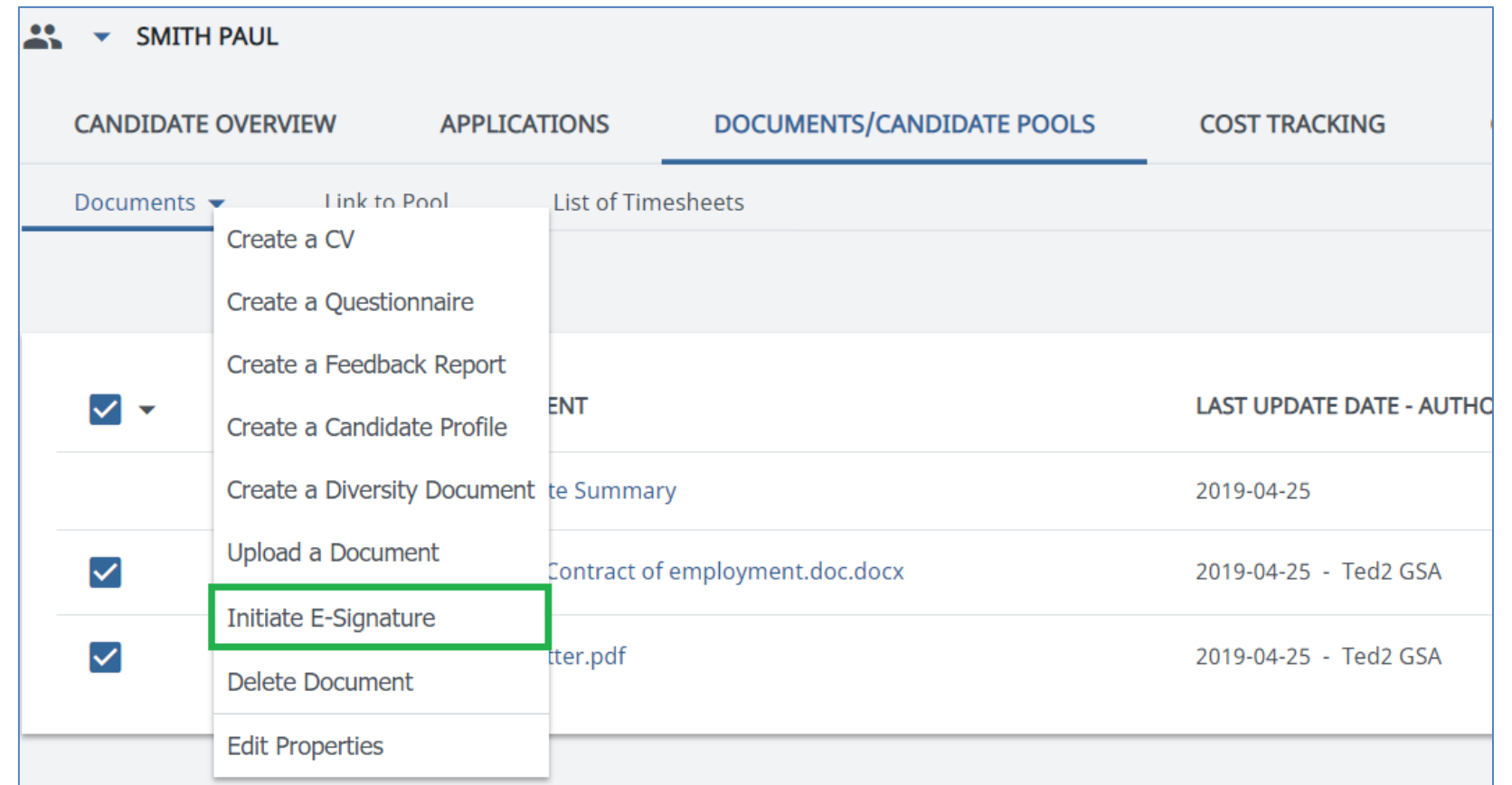
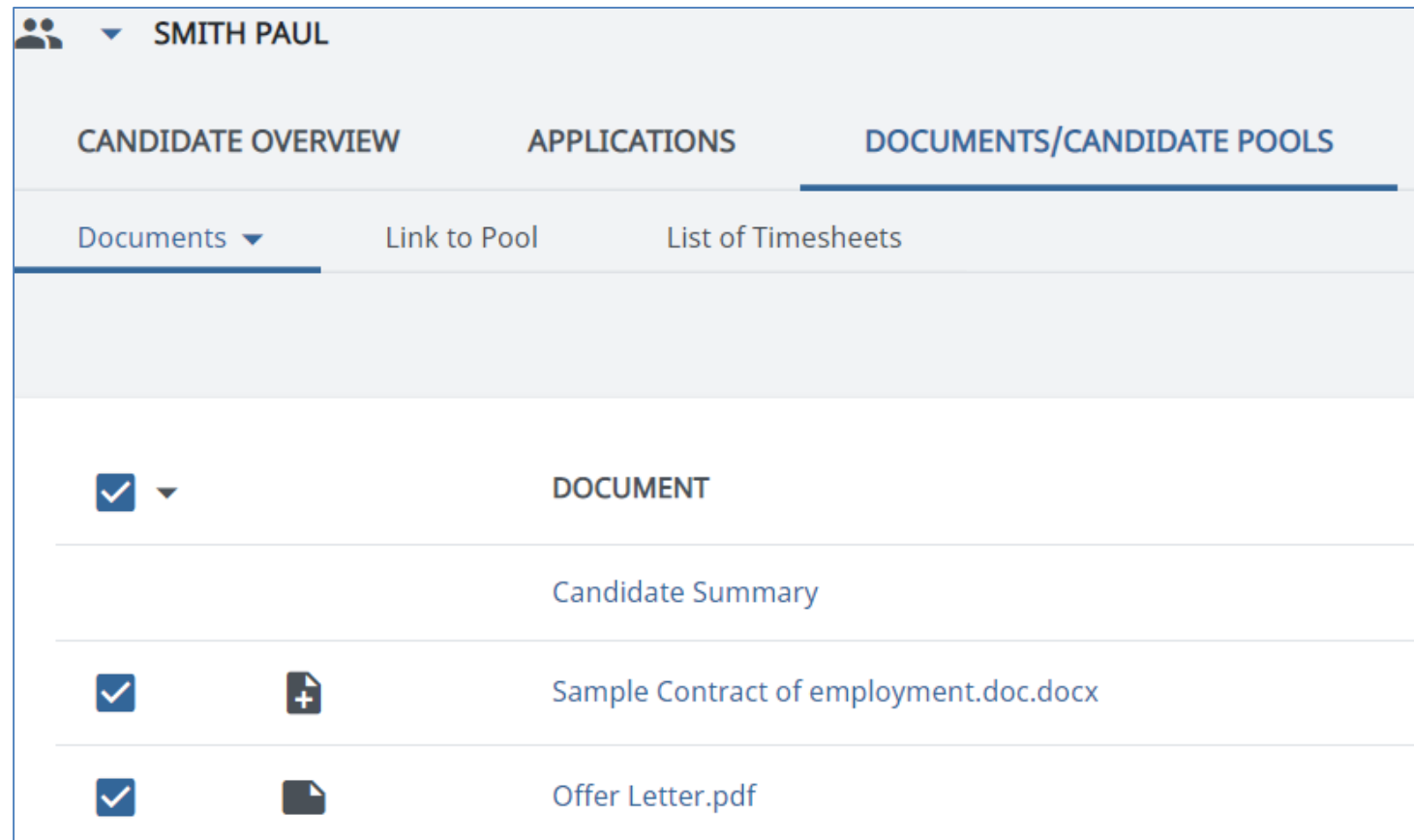
The overall and up-to-date status of each recipient's progress is made available within TalentLink once workflow begins.



LEGALLY BINDING

Once signing of documents is completed by all recipients, signed-documents with any attachments are recorded immediately within TalentLink, with full audit trail.

Initiate E-Signature



- E-Signature could be initiated during any stage of the recruiting process in the context of applicant documents.
- Select relevant documents which are to be part of the E-Signature envelope.
- Supported file formats include .doc, .docx, .pdf, .xls, xlsx, .txt and many others (driven by DocuSign)
- Select menu item 'Initiate E-Signature' on the documents tab.

Capture details required to start E-Signature

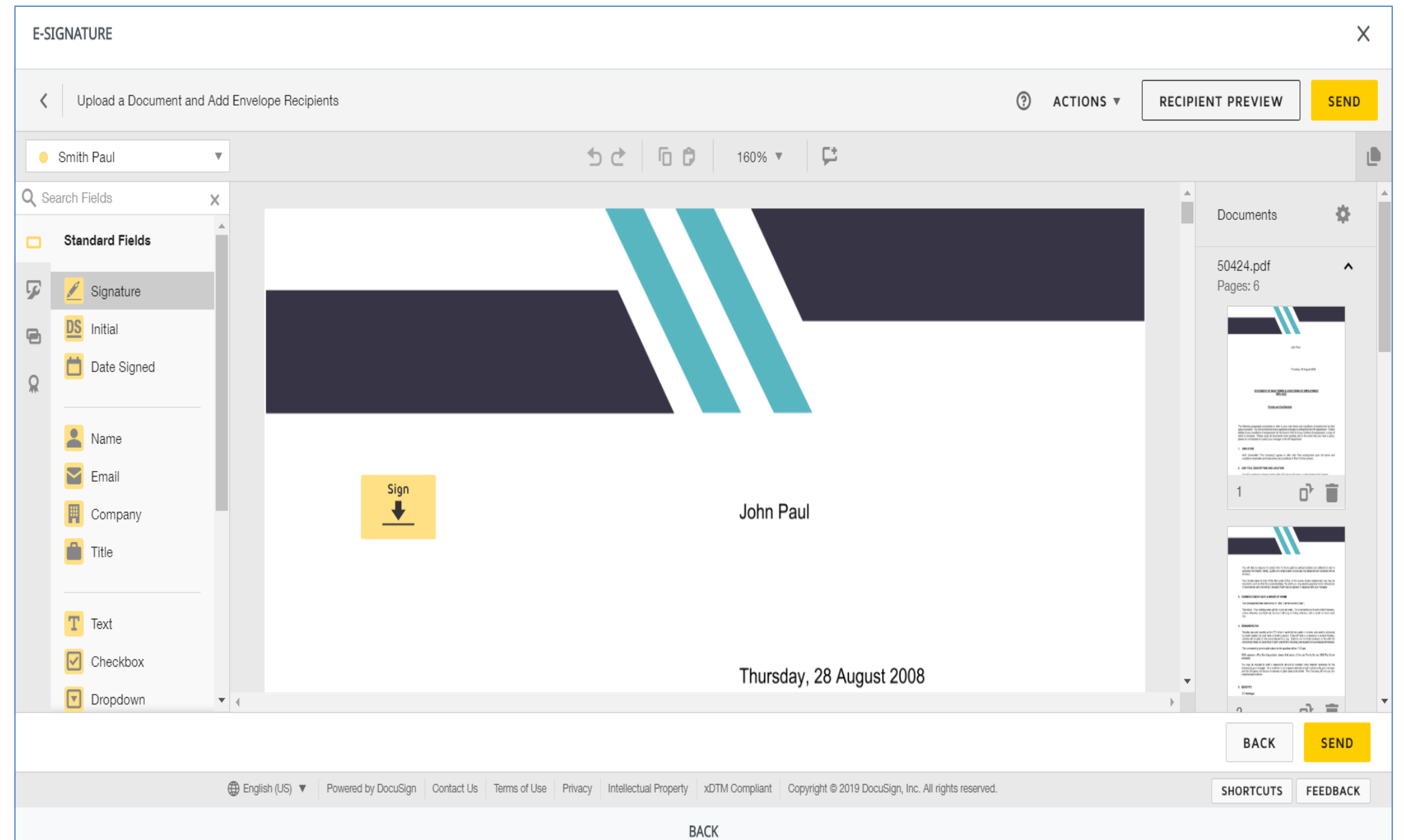
- Add additional attachments
- Add additional recipients who will be part of the E-Signature work flow. Users outside of the system can be manually added.
- E-Signature Work flow can be set to Sequential (one user at a time) or collaborative (All recipients receive email to E-Sign).
- Set one Email message for all users or custom message for each user which would include the link to E-Sign.
- Set a Package name.

The screenshot displays a multi-step configuration interface for starting an E-signature process. It is divided into several sections:

- Documents:** A section titled "Documents" with the subtitle "Add documents to your envelope". It contains a list of documents: "Sample Contract of employment.doc.docx" and "Offer Letter.pdf". There is an "Add New" button with a plus icon.
- Signature group:** A section titled "Signature group" with the subtitle "Select participants of the signature". It includes an "Add recipients" button with a plus icon. Below it, a participant is listed: "Smith Paul" with the email "shekar_k@hotmail.com".
- Signing order:** A section with two radio buttons: "Collaborative" (which is selected) and "Sequential".
- Message:** A modal window titled "Message" with the subtitle "Select message template". It features a toggle for "Custom message for each recipient" (currently off), a "Select Template" dropdown menu, and a large text area for entering a message. A character count "Characters left 1000" is visible at the bottom right of the text area.
- Package name:** A modal window titled "Package name" with a "Name" input field containing the text "E-Signature of Offer and Contract". At the bottom, there are "CANCEL" and "NEXT" buttons.



Add place holders to capture Signature, Dates etc.



- Add fields/place holders specific to one or more Recipient(s) on one or more document(s).
- Any of the fields from the available selection can be added including attachments that you would want the recipient(s) to upload.



Email sent to recipient(s) for completing E-Signature

E-Sign Offer and Contract documents

 Lumesse via DocuSign
Thu 25/04/2019 11:32 AM
You 



Chandra Sheshan from Lumesse sent you a document to review and sign.
[REVIEW DOCUMENTS](#)

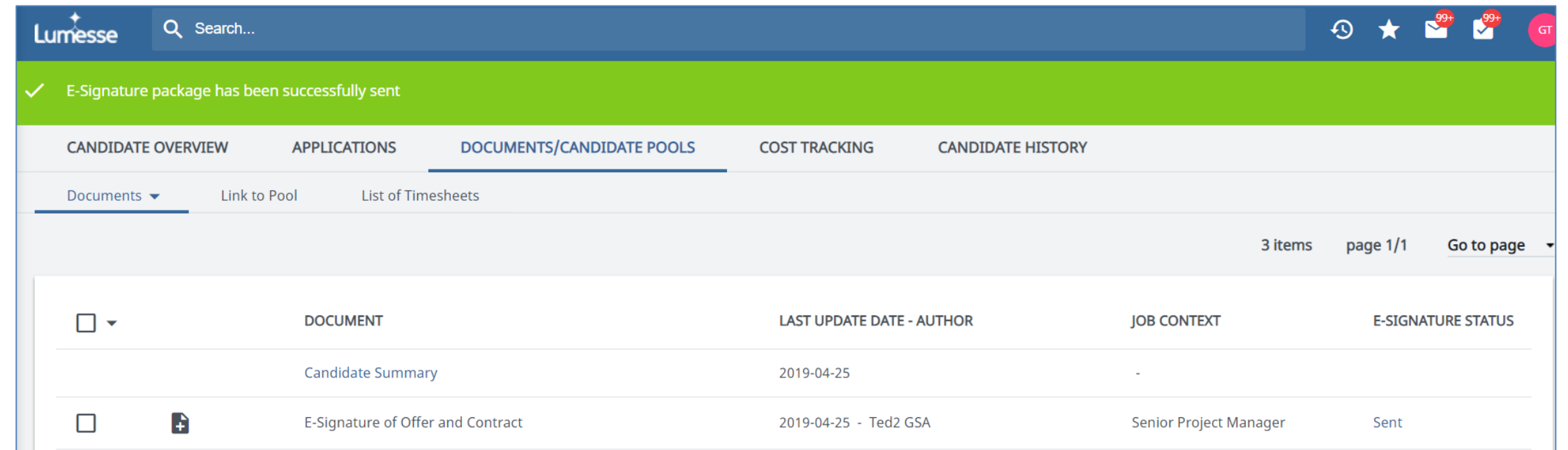
Smith Paul
Smith.Paul@hotmail.com

Hi,
Please review and E-Sign all attached Documents.

Thanks.

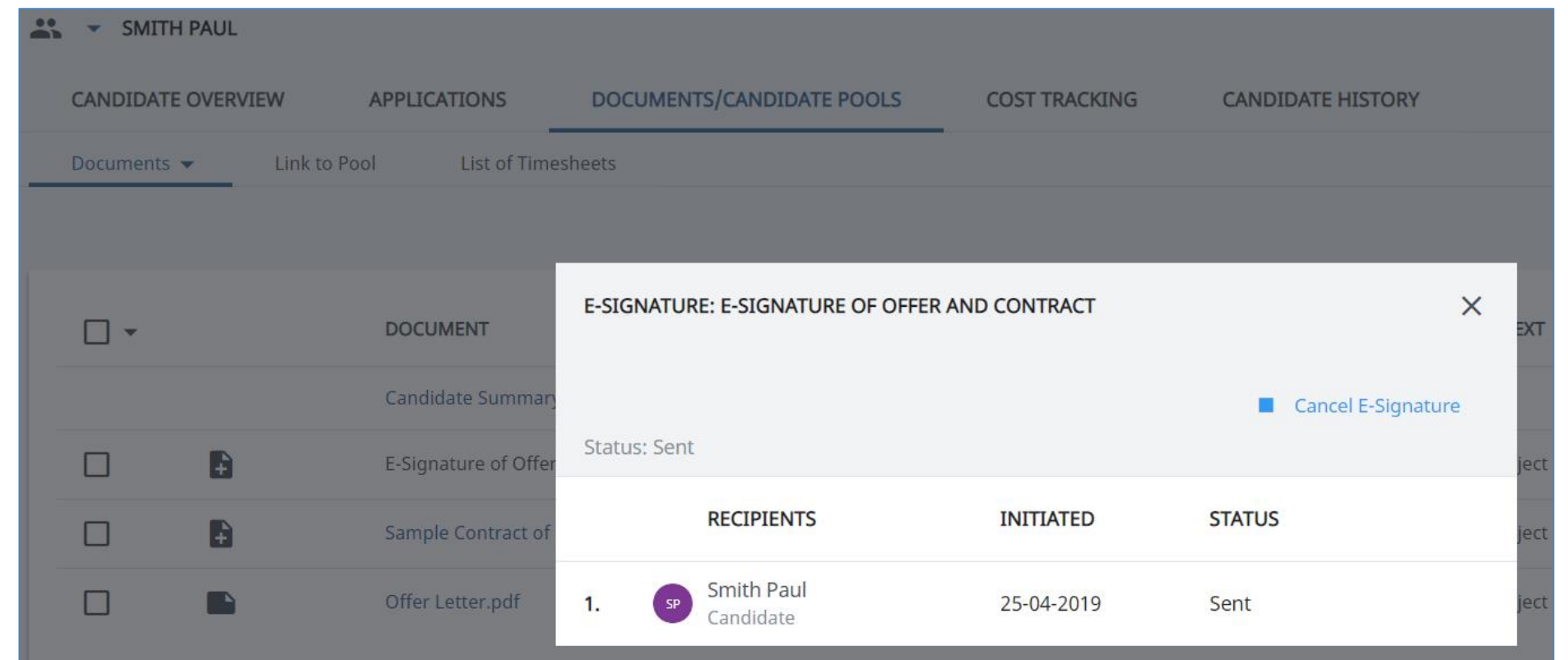
E-Signature submitted is recorded in TalentLink with status and detailed view

- New line will be added in the documents list with E-Signature Status link.
- Clicking on the status link, detailed view of the workflow is displayed which includes package name, overall status, list of Recipient(s) with specific status.
- Link to Cancel the entire E-Signature is also displayed.




The screenshot shows the Lumesse interface with a notification bar at the top stating "E-Signature package has been successfully sent". Below the notification, there are navigation tabs: CANDIDATE OVERVIEW, APPLICATIONS, DOCUMENTS/CANDIDATE POOLS (selected), COST TRACKING, and CANDIDATE HISTORY. Under the selected tab, there are sub-tabs: Documents (selected), Link to Pool, and List of Timesheets. The main content area shows a table with 3 items on page 1/1. The table has columns for DOCUMENT, LAST UPDATE DATE - AUTHOR, JOB CONTEXT, and E-SIGNATURE STATUS.

DOCUMENT	LAST UPDATE DATE - AUTHOR	JOB CONTEXT	E-SIGNATURE STATUS
Candidate Summary	2019-04-25	-	
E-Signature of Offer and Contract	2019-04-25 - Ted2 GSA	Senior Project Manager	Sent



The screenshot shows the Lumesse interface with a user profile for SMITH PAUL. The navigation tabs are the same as in the previous screenshot. A modal window titled "E-SIGNATURE: E-SIGNATURE OF OFFER AND CONTRACT" is open, showing a "Cancel E-Signature" button and a table of recipients.

RECIPIENTS	INITIATED	STATUS
1.  Smith Paul Candidate	25-04-2019	Sent

Recipient(s) E-Sign

Done! Select Finish to send the completed document.

FINISH **OTHER ACTIONS** ▾

DocuSign Envelope ID: 01D52FAE-F9D2-4B8C-9602-07A370B65849

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Required - Signature Applied

DocuSigned by:
Smith Paul
8DF39F508331407

John Paul

Thursday, 28 August 2008

**STATEMENT OF MAIN TERMS & CONDITIONS OF EMPLOYMENT
WITH AOC**

Private and Confidential

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E-Signature Workflow complete

- Once E-Signature work flow is completed i.e. all recipient(s) accept and complete signing, status in TalentLink is updated to completed.
- Clicking on the document name would display E-Signed document(s) with any uploaded attachments and audited.
- User who initiates the E-Signature is notified on completion, Rejections or Cancellation.
- Recipients get a copy of the signed documents to their email id.

The screenshot displays a web application interface for document management. On the left, a 'DOCUMENT' list is shown with the following items:

Document Name	Status
Candidate Summary	
E-Signature of Offer and Contract	Completed
Sample Contract of employment.doc	
Offer Letter.pdf	

The right panel shows a document viewer for 'E-Signature of Offer and Contract'. The document content includes:

- DocuSign Envelope ID: 01D52FAE-F9D2-4B8C-9602-07A370B65849
- DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
- DocuSigned by: Smith Paul
- John Paul
- Thursday, 28 August 2008
- STATEMENT OF MAIN TERMS & CONDITIONS OF EMPLOYMENT WITH AOC
- Private and Confidential

The status of the document is 'Completed', indicated by a green box around the word 'Completed' in the right-hand sidebar.

A dark blue vertical bar on the left side of the slide contains three large, solid-colored circles: teal at the top, red in the middle, and yellow at the bottom.

Your thoughts?

What's the current picture?

Current priorities?

Contact Us

If you have any queries please raise a ticket on the Service Centre.

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07824 137395

*“To **advocate**, **build** and **champion** people centred organisations for a resilient and diverse public sector workforce that benefits everyone in the West Midlands”*

