



# DocuWare for employee file management

**Digitize employee records to increase confidence,  
engagement and efficiency in your process.**

Successful employee onboarding and retention is highly rewarding. But a siloed, paper-based system opens opportunities for critical processes to fail. Overlapping or missing paperwork, disconnected decision-makers and mishandled sensitive information lead to increased timelines, reduced compliance and attrition. Digitize and unify your employee files with a cloud-based, secured electronic document management process that will realize faster and safer hiring, and a boost in employee engagement.

**Better processes start with the experience of Ricoh, powered by DocuWare.**

**RICOH**  
imagine. change.

# Establish a trustworthy workflow with DocuWare's robust platform and Ricoh's implementation expertise:



## Maintain privacy with centralized employee files

Organize and store employee records in a multi-tiered folder structure that allows you to differentiate access rights among HR, managers and employees.



## Fulfill needs quickly with streamlined recruitment

Create job postings, receive and automatically index resumes based on pre-defined skill sets, and use customized workflows to route applicants for review, schedule interviews and gather applicant feedback.



## Increase engagement with automated candidate communication

Never miss the opportunity to express your interest — or let them down easy. Set up automatic email notifications to candidates to keep them in the loop.



## Activate faster with coordinated and automated onboarding

Create an onboarding checklist of required tasks, including acknowledgment of employment, confidentiality agreements, employee handbooks and initial training plans. Send automatic email notifications to appropriate individuals within your organization. Manage new hire provisioning to ensure employees receive all items needed to start on day one.



## Streamline information capture

Leverage web forms to capture all required employee data upfront and use it to automatically populate additional onboarding documents such as benefit applications and tax forms.



## Deliver consistency with organized performance reviews

Customize performance appraisal templates and set dates for automated reviews, while capturing and storing all the information.

**Choose digitized resources to support your human resources.**  
To learn more, visit [ricoh-usa.com/docuware](https://ricoh-usa.com/docuware)

## Ricoh, a proven partner

Ricoh's certified expertise, excellence and 85-year history of innovation have helped our clients navigate their most pressing information challenges. We believe having access to the right information translates to better business agility and the ability to thrive in today's age of hybrid and borderless work. As a leader in digital services, our extensive experience in a vast array of industries gives us in-depth knowledge of your unique challenges — and how our services can help you overcome them.

