

## Elevate HR efficiency with Adobe Sign and Adobe Acrobat.

Adapt quickly, collaborate better, and make employees more productive by digitising document processes and adding trusted, legal e-signatures.



In today's changing world, it is essential for HR processes to be modern, digital experiences. From first point of contact through hiring, onboarding and the entire employee lifecycle, these experiences need to effectively engage and efficiently handle the task at hand – regardless of workforce location.

HR organisations face the challenge of transforming existing processes in order to serve a workforce that is now mostly remote. Any HR process that is interrupted by manual or paper-based steps – such as approvals, signatures, data reentry and form filling – delays critical business and risks frustrating candidates and employees alike.

**#1**





**HR has #1 highest amount of processes interrupted with paper-based steps\***

Productivity suffers when staff spend too many cycles recreating documents, chasing signatures, locating missing paperwork and fixing errors. And companies are exposed to more legal and business risk due to incorrect paperwork and outdated policies. The ability to deliver an all-digital HR experience that works on any device, streamlines HR processes and provides an exceptional experience is required to rapidly adapt in these changing times and ultimately shape a transformed future.

### Make HR processes fast and easy with Adobe Document Cloud.

Make inconsistent, paper-based HR processes a thing of the past. Take advantage of a lightning-fast return on investment with [Adobe Document Cloud](#), which includes [Adobe Acrobat DC](#), [Adobe Sign](#), [Adobe Scan](#), prebuilt integrations, automated workflows and robust APIs. Businesses are able to transform inefficient HR processes into uninterrupted, 100% digital document workflows that integrate with their existing Human Capital Management (HCM) systems and are complete with [e-signatures](#) that are [legally binding](#) and globally secure. By optimising the employee experience, Adobe helps organisations adapt rapidly to better serve their global workforces while cutting costs and reducing delays. This enables HR teams to stay focused on winning and retaining the best talent and executing initiatives that drive the organisation forward – maximising collaboration, efficiency and ultimately profit.

### Adobe Document Cloud can elevate efficiency across HR processes:

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|   |   |   |   |
| <b>Attract</b> <ul style="list-style-type: none"><li>• Job requisitions</li><li>• Background checks</li><li>• Nondisclosure agreements</li><li>• Confidentiality agreements</li><li>• Approval workflows</li></ul> | <b>Onboard</b> <ul style="list-style-type: none"><li>• Digital paperwork reviews</li><li>• Dynamic assembly of HR paperwork</li><li>• Personalised new hire packages</li><li>• Offer letters</li><li>• Direct deposit</li><li>• Verified identity</li><li>• Approval workflows</li></ul> | <b>Manage</b> <ul style="list-style-type: none"><li>• Code of conduct</li><li>• Training compliance</li><li>• Employee handbook</li><li>• Request for time off</li><li>• Policy acknowledgments</li><li>• Leave of absence requests</li><li>• Compensation changes or promotions</li><li>• Stock plans</li></ul> | <b>Transition</b> <ul style="list-style-type: none"><li>• Exit forms</li><li>• Separation agreements</li><li>• Internal offer letters</li><li>• Relocation agreements</li><li>• Remote employee agreements</li></ul> |

\* [How Digital Document Processes Are Shifting From Best Practice To Business Necessity](#), a commissioned study conducted by Forrester Consulting on behalf of Adobe, June 2020.

## Deliver exceptional experiences – any location, any device.

Do more with existing HCM investments using Adobe Document Cloud to easily send digital documents for signature with a single click. Signers can e-sign documents from anywhere using a web browser or mobile device. Using out-of-the-box integrations, HR teams can also prepare and send documents for e-signature directly from Workday, ServiceNow, Microsoft Dynamics, SAP SuccessFactors and Microsoft applications.

With Adobe Document Cloud solutions you can:

- **Speed document preparation** – Easily create a customised packet of PDFs on web or mobile. Use preapproved document templates or prepare accessible forms, easily adding form fields and signatures.
- **Request signatures** – Send to one or many recipients in any order for approval or e-signature. Signers can review and sign – anywhere, anytime, on any device.
- **Create tailored workflows** – Use intuitive, drag-and-drop power to create custom workflows that route digital documents through the right steps, in the right order. Easily deploy standalone, self-service web applications.
- **Make workflows collaborative** – Merge documents and organise pages into a single, searchable PDF. Request and share feedback across remote teams or collaboratively redline documents in PDF or Word live in a Microsoft Teams session.
- **Track and manage** – Track document status in real time. Get notified when people sign. Automatic audit trail and secure storage in repository of your choice.
- **Secure sensitive information** – Protect personal information with passwords to control who can see file content and interact with confidential documents. Easily redact or amend information before sharing. Tamper-evident seals confirm document integrity.
- **Work from within systems used every day** – Use [out-of-the-box integration](#) for HCM systems such as [Workday](#), [Microsoft Dynamics 365 for Talent](#), [ServiceNow](#), SAP SuccessFactors and more. Build custom integration in a snap with our [robust APIs](#). Add e-signature capabilities and data exchange with forms – so employees don't have to enter the same information multiple times and the systems, forms and documents can be automatically updated with the latest information.

Using Adobe Acrobat, Adobe Sign and Document Cloud tools and services, companies can speed up and standardise HR processes as well as:

- **Do even more with Microsoft** – Now you can create, edit, view, sign and track PDFs and e-signatures directly in your [Microsoft apps](#), including Word, PowerPoint, Excel, [SharePoint](#) and OneDrive. Plus, you have the integrated reliability of Microsoft 365 cloud security.

- **Keep document processes human** – Use [Microsoft Teams](#) integration for video document collaboration or live signing.
- **Rapidly digitise processes** – Scan existing documents or forms with [Adobe Scan](#). Easily create signable documents or forms aided by artificial intelligence (AI) form recognition.
- **Customise the experience with your brand** – Use your company's logo, tagline, colours and key messages to fully customise the experience with your brand.
- **Help ensure security with two-factor authentication** – Add an extra level of verification to signature workflows by requesting a password, using phone authentication, a government ID or knowledge-based authentication (KBA)!<sup>1</sup>
- **Use advanced digital signatures** – Meet advanced signing and compliance requirements with certificate-based [digital signatures](#).

 **Hewlett Packard**  
Enterprise

### Three months to two days

- Transformed recruiting efforts by improving the candidate experience – from first touch to onboarding.
- Gained visibility into real-time document status, abandonment rates and drop-offs – leading to better business decisions.

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*“From the moment we touch an applicant, that applicant feels a better experience... Adobe Sign helps people become more efficient every day.”*

BRENTLY DAVIS, former director corporate services IT, HPE

 illumina®

### Hours instead of weeks

- New hires can now access and sign onboarding paperwork on any mobile device.
- Saved \$120,000 annually in mailing and labour costs, delivering ROI in less than one week.

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*“It's amazing how well Adobe Sign works with Workday on mobile devices. Because it's such a fast and easy experience, documents are returned in hours instead of weeks.”*

HILARY DORR, staff HRIS analyst, illumina

<sup>1</sup>KBA available in the United States only.

## Work with the digital document leader.

Adobe Acrobat and Adobe Sign power employee and customer experiences for more than 75% of the Fortune 100. They optimise digital document workflows for preparing, protecting, sharing and signing the most critical HR documents.

When you choose Adobe Document Cloud, your organisation gets:

- **End-to-end, exceptional experiences** – Adobe removes business friction, providing everything needed to create, design and deliver 100% paperless experiences.
- **Performance driven through AI innovation** – Adobe Sensei, Adobe's AI and machine learning foundation, powers features to easily prepare forms, streamline forms-based processes, embed PDFs into any digital experience and deliver a better experience.
- **A trusted, secure and compliant platform** – Adobe delivers 100% digital experiences in the cloud, from a flexible, secure and globally compliant SaaS platform. Adobe Sign is certified compliant with rigorous security standards and can also be configured to support compliance with industry-specific regulatory requirements. Our open, flexible cloud signatures and services help you adapt to constantly [changing standards and regulations](#) and maintain ongoing compliance.
- **Exceptional return on investment** – Adobe Document Cloud has an ROI of 2.8x–4.2x<sup>†</sup>. It leverages existing investments by enabling critical document tasks of every kind, deeply integrated into applications being used every day.
- **A true strategic partner** – Committed to your success, Adobe helps you realise value with support for accelerated launch and implementation. Our experts provide the guidance, expertise and resources for a successful deployment, including proven migration methodologies.

*“Adobe Sign is a game changer for onboarding, boosting savings, efficiency and compliance. We’re on track to process one million transactions with Adobe Sign in our first year.”*

CHRIS LOOPE, former chief digital officer, Employbridge

*“We can showcase our modern corporate culture to job applicants even before they join us. When we used to have paper-based signature processes, applicants would often back out. That doesn’t happen anymore because we can now get contracts signed much faster thanks to electronic signatures with Adobe Sign.”*

DAVE THALACKER, former senior director of IT operations and network security, Iowa State University Foundation

### Adobe Sign and Adobe Acrobat help digitise HR processes – removing friction and speeding critical business.<sup>‡</sup>



**28x faster**  
Faster cycle times



**1.5 hours per transaction**  
Time savings per user



**2.8x to 4.2x**  
Rapid return on investment (ROI)



**£6.6M in total savings**  
Increased revenue and cost savings



Uniquely and deeply integrated into Microsoft applications, Adobe Acrobat and Adobe Sign maximise efficiency and productivity through:

- Instant access to critical documents from any device, platform or browser
- Ability to create, review, revise, sign and track digital documents from within existing applications
- E-signing and PDF tools built right into the Microsoft portfolio, including Microsoft 365, Teams, Dynamics 365, SharePoint and more

**Adobe Sign is Microsoft’s preferred e-signature solution.**

<sup>†</sup>Adobe Document Cloud Delivers Better Experiences, A Forrester Total Economic Impact™ Study Commissioned by Adobe, August 2019

