

6 Ways to

# Level-Up

Hiring With WorkforceHub



Choose your adventurer (before your competition)

## Keep Candidates in the Game With an Outstanding Applicant Journey

- ★ **Text candidates** from within the software and set triggers for auto-emails to keep applicants informed—no more ghosting candidates!

- ★ Provide a mobile-friendly process with consistent company branding.

Organizations that invest in a strong candidate experience improve the quality of their new hires by **70%**.<sup>2</sup>

## Automate 90% of Recruiting and Make Your HR Team Love You

- ★ Manage all applications in one place, regardless of where they came from.

- ★ Set auto-emails, create workflows with task reminders, and trigger background and reference checks.

- ★ Create templates for job descriptions, interview scripts, and emails.

**78%** of companies using an ATS say recruitment tech makes hiring easier than ever.<sup>1</sup>

**54%** of Americans use the internet to search for jobs and **79%** of job seekers say they are likely to use social media in their job search.<sup>1</sup>

## Turbo-Boost Job Posting

- ★ Post to over 25,000 job boards (with JobTarget integration) from within the software including Indeed, ZipRecruiter, Monster, healthcare job boards, college job boards and state job banks.

- ★ Post to your social media sites and careers page with a couple clicks.

- ★ Use the Hires by Source report to identify which job advertising sites are the most effective.

## Power-Up Employee Retention With Better Screening

- 1 Use custom prescreener questions on the application to immediately filter out poor-fit applicants.

- 1 Create structured interview scripts and interview scorecards to measure soft skills. New hires with soft skills are more likely to excel in the job and be loyal to your company.

**89%** of hiring executives say bad hires often lack soft skills.<sup>3</sup>

## Shorten Your Interview Process and Decrease No-Shows

- 1 **Text the applicant** a link to your Office 365 or Google Calendar so they can pick a time slot.

- 1 **Text a reminder** on the day of interview—research shows up to **98%** of texts are opened and if the applicant has set SMS notifications, the reminder will show up even if their screen is locked!

The average length of the job interview process is **27.5 days**.<sup>4</sup> With WorkforceHub automation, you can shave days off the time frame.

## Reduce Hiring Bias for Applicants

- ♥ Hide personal information during resume review to level the playing field.

- ♥ Create compliant interview scripts for all interviewers to follow.

Highly inclusive organizations generate **1.4x more revenue** and are **120% more capable of meeting financial targets**.<sup>4</sup>

# Score a critical hit on your hiring pain points with WorkforceHub.

Visit **Swipeclock WorkforceHub** for the win!

"My favorite ATS out there! It's user friendly and easy to adjust and configure. The team is very supportive and that helps when you have situations that are unique to your industry. I can update things easily and they are always continuing to enhance the features."

— HR Recruitment Specialist



<sup>1</sup> 101 Hiring Statistics You Must Read: 2021/2022 Data Analysis & Market Share - Financesonline.com. Financesonline.com. (2021). Retrieved 12 April 2021, from <https://financesonline.com/hiring-statistics/>.

<sup>2</sup> glassdoor.com. (2021). Retrieved 12 April 2021, from <http://resources.glassdoor.com/rs/899-LOT-464/images/50hr-recruiting-and-statistics-2017.pdf>.

<sup>3</sup> LinkedIn 2019 Talent Trends: Soft Skills, Transparency and Trust. LinkedIn.com. (2021). Retrieved 12 April 2021, from <https://www.linkedin.com/pulse/linkedin-2019-talent-trends-soft-skills-transparency-trust-bernsin/>.

<sup>4</sup> The Hiring Statistics You Need To Know. CMD Recruitment. (2021). Retrieved 12 April 2021, from <https://www.cmdrecruitment.com/blog/2019/04/the-hiring-statistics-you-need-to-know>.

# Level-Up

WorkforceHub onboarding and engagement tools impress new hires and help them become confident, productive employees.



## Score a Critical Hit on First-Year Turnover

- Organizations with a strong onboarding process improve new hire retention by 82%.<sup>1</sup>
- 31% of employees have quit a job after less than 6 months.<sup>8</sup>



## Conquer Paperwork With a Digital New Hire Portal

- Federal and state tax forms
- Benefits enrollment and plan information
- Employee handbook
- Payroll setup
- E-signature
- Completion confirmation for administrators

42% of HR managers who don't use digital onboarding spend three hours or more per employee manually collecting and processing onboarding information, while 16% spend five hours or more.<sup>5</sup>

## Turbo-Charge Revenue Growth

- Companies with a great onboarding experience can nearly double their revenue growth compared to those with average onboarding.<sup>3</sup>

## Accelerate Productivity

- Companies with a standardized onboarding process experience 50% greater new-hire productivity.<sup>7</sup>

## Build Momentum With Manager Check-ins

WorkforceHub streamlines check-ins which helps managers support new hires from day one.

- 72% of employees say one-on-one time with their direct manager is the most important part of any pre-boarding or onboarding process.<sup>6</sup>
- 43% of highly engaged employees receive feedback at least once a week, compared to only 18% of employees with low engagement.<sup>4</sup>

# Strategic onboarding increases retention, engagement and productivity.

Visit [workforcehub.com](https://workforcehub.com) for the win!



<sup>1</sup> <https://b2b-assets.glassdoor.com/the-true-cost-of-a-bad-hire.pdf>  
<sup>2</sup> <https://business.linkedin.com/talent-solutions/blog/2015/07/extreme-onboarding-how-to-wow-your-new-hires-rather-than-numb-them>  
<sup>3</sup> [https://www.octanner.com/insights/articles/2018/9/14/an\\_onboarding\\_checkl.html](https://www.octanner.com/insights/articles/2018/9/14/an_onboarding_checkl.html)  
<sup>4</sup> <https://theundercoverrecruiter.com/shocking-employee-engagement-stats/#:-:text=Takeaways%3A,leave%20companies%20for%20money%20elsewhere.>  
<sup>5</sup> <http://press.careerbuilder.com/2017-05-11-Thirty-Six-Percent-of-Employers-Lack-a-Structured-Onboarding-Process-for-New-Employees-According-to-New-CareerBuilder-Survey>  
<sup>6</sup> <https://enboarder.com/2018/11/01/employee-onboarding-new-hire-retention-turnover-rates/>  
<sup>7</sup> <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/dont-underestimate-the-importance-of-effective-onboarding.aspx>  
<sup>8</sup> <https://www.aberdeen.com/hcm-essentials/perfecting-onboarding-funnel/>

# Level-Up

Press Start

## Boost Schedule Flexibility

- Create templates for traditional and flexible work schedules
- Track availability and preferences

80% of workers said they would be more loyal to their employers if they had flexible work options.<sup>1</sup>

## Meet the Compliance Challenge

- Post schedules at least two weeks in advance (longer if possible)
- Create custom rules for meals, overtime, shift length
- Track shift and team certifications
- Set alerts and notifications for nimble action to prevent violations

New York City sued Chipotle for more than \$150 million for illegal employee scheduling that violated the Fair Work Week Law and levied nearly \$300 million in civil penalties.<sup>3</sup>

19% of US workers learn their shift schedule less than one week in advance.<sup>2</sup>

## Increase Schedule Stability

- Create templates and copy forward
- Track employee preferences and availability

Increased schedule stability resulted in **\$2.9 million increased revenue** for Gap.<sup>5</sup>

Unstable schedules wreak havoc on employees and their families, lowering productivity, morale, and retention: 26% of irregular/on-call shift employees, and 19% of rotating/split shift workers report they often experience work-family conflict.<sup>4</sup>

## Power Up Mobile Workforce Management

- Employees can see their schedule on any mobile device
- Post updates in real time

By 2025, **36.2 million Americans** will be remote, an increase of 16.8 million people from pre-pandemic rates.<sup>6</sup>

## Score a Critical Hit on Absenteeism

- ★ See pending time off when planning shifts
- ★ Access a dynamic list of qualified employees to fill in for no-shows (available, required skills, straight time)

Unscheduled absences can account for **8% of payroll costs**.<sup>7</sup>

## Slash Unplanned Overtime

- ★ Create schedules that evenly distribute straight time hours
- ★ Set manager alerts for approaching hours thresholds

U.S. companies report an average of **31 unplanned overtime hours** each week.<sup>8</sup>

According to the Bureau of Labor Statistics, the average U.S. employee works about four hours of overtime each week which is roughly 200 hours per year. At this rate, a team of 25 employees making an overtime wage of \$20/HR would incur \$100,000 annually in unplanned overtime.<sup>9</sup>

Visit [workforcehub.com](https://workforcehub.com) for the win!



<sup>1</sup> <https://www.flexjobs.com/blog/post/survey-flexible-work-job-choices/>  
<sup>2</sup> <https://www.bls.gov/news.release/flex2.nr0.htm>  
<sup>3</sup> <https://www.nrn.com/fast-casual/lawsuit-alleges-chipotle-mexican-grill-owes-workers-and-new-york-city-nearly-500-million>  
<sup>4</sup> <https://www.epi.org/publication/irregular-work-scheduling-and-its-consequences/>  
<sup>5</sup> <https://worklifelaw.org/publications/Stable-Scheduling-Study-Report.pdf>  
<sup>6</sup> <https://www.upwork.com/press/releases/economist-report-future-workforce>  
<sup>7</sup> <http://macrothink.org/journal/index.php/ber/article/view/12395/9853>  
<sup>8</sup> <https://www2.deloitte.com/global/en/pages/about-deloitte/articles/global-report-home.html>  
<sup>9</sup> <https://www.bls.gov/news.release/empsit.t23.htm>

# Level-Up



## Ditch Paper Timecards and Spreadsheets

Automatically track employee hours **as they work**

Stop **losing billable time**

Spreadsheet error rates can be as **high as 88%**.<sup>2</sup>

Moving from weekly timesheet updates to daily would recover **\$52,000 per employee per year**.<sup>1</sup>



## Turbo Boost Your Payroll Processing

- Save at least 15 minutes per employee per pay period with payroll import
- Increase the accuracy of accruals and timesheet calculations

Companies that use time and attendance software integrated with payroll processing see **57% fewer** PTO errors, **30% fewer** payroll processing errors, and **32% fewer** time tracking errors.<sup>8</sup>



## Power Up Remote Employee Management

- Make it easy for work-from-home employees to track hours
- Use geofencing to confirm mobile employee punch in/out locations

By 2025, 36.2 million Americans will be remote, an increase of 16.8 million people from pre-pandemic rates.<sup>5</sup>

## Score a Critical Hit on Employee Time Theft

Sync your timekeeping system with a biometric time clock to eliminate buddy punching and timecard padding

Time theft costs employers **\$11 billion per year**.<sup>6</sup>

## Win Big By Reducing Overtime

- Set manager alerts for approaching hours thresholds
- Create straight time scheduling rules

According to the Bureau of Labor Statistics, the average U.S. employee works 200 hours overtime per year. At this rate, a team of 25 employees making an overtime wage of \$20/HR would incur \$100,000 annually in unplanned overtime.<sup>7</sup>



## Meet the Challenge With Real-Time Reports

- Run time and labor reports with a few clicks
- Easily manage time and labor for multiple locations

In a survey of companies who switched to a time reporting system, **60% increased revenue** per employee and **47% decreased labor costs** as a percentage of sales.<sup>3</sup>



# Unlock time and attendance solutions with WorkforceHub Time and Attendance.

Visit [WorkforceHub.com](https://www.workforcehub.com) for the win!



<sup>1</sup> <https://www.accelo.com/assets/Uploads/WhitePaperTimelsMoney.pdf>  
<sup>2</sup> <https://www.forbes.com/sites/salesforce/2014/09/13/sorry-spreadsheet-errors/?sh=26ea4f4056ab>  
<sup>3</sup> Key Benefits of Integrated Timekeeping and Payroll, American Payroll Association, 2018  
<sup>4</sup> <https://www.upwork.com/press/releases/economist-report-future-workforce>  
<sup>5</sup> <https://www.workpuls.com/blog/time-tracking-2019-stats>  
<sup>6</sup> <https://www.bls.gov/news.release/empsit.t23.htm>  
<sup>7</sup> <https://www.bamboohr.com/hr-101-guide/chapter-7-time-tracking/#:~:text=Our%20research%20shows%20that%20organizations,tracking%20of%20actual%20time%20worked>