



RedCarpet

A Powerful OnBoarding Tool That Eases
New Hires Into Your Organization

Lay Out the RedCarpet

- Onboard new hires into your company as soon as the offer is accepted by providing them with access to a secure, personalized pre-employment portal
- Organize and track internal tasks that need to be completed before the employee's start date and into the first several months
- Manage even the most sensitive documents and track their completion
- Comply with government regulations
- Monitor where employees are in the onboarding process
- Easily update onboarding content and documents with simple tools that anyone can use
- Make your new employee feel like they are the valuable contribution you hired them to be

The recruitment process is just the beginning of a new employee's experience with your company. To ensure that the investment you are making in them will benefit your organization quickly, you must immerse them in corporate policies and culture while providing them with the tools they need for success.

SilkRoad's employee onboarding solution, RedCarpet, helps you manage the onboarding process quickly and efficiently. By using a streamlined and consistent workflow for new hires, you can reduce hiring costs and get employees to produce faster. All of the internal tasks and processes that need to occur can be tracked and dynamic reporting tools tell you where every new employee is in the process with ease.

RedCarpet is far more than just a task management system; it is also a powerful socialization tool for your new employees. By providing a personalized portal for every new employee, they can learn more about their new job and get excited for the first day. The portal is completely configurable and easy to update, and can include:

- Tactical first day information like where to park or where to eat
- Personal information like their new phone number and colleague contact information
- Social activity information like company sports leagues or events
- Job information such as policies, training information or even insights into current projects

Enhanced Training Capabilities

Giving new employees access to information related to their new job helps them get up to speed and become more valuable to the organization much faster. The initial excitement new hires experience over starting a new job can quickly develop into frustration, as they run into challenges in their quest to become acclimated with a new company.

As organizations become more sophisticated in their training approaches, onboarding applications can become a valuable tool to accommodate different training methods or learning styles. Information can be stored in one place but presented in a different way to different groups of employees. RedCarpet is specifically engineered to allow for this form of personalized delivery.

Part of The Life Suite

Our suite of human resources tools are designed to help your employees be more productive, and includes:

- OpenHire – for applicant tracking and recruiting management
- WingSpan – for employee performance management
- GreenLight – for compensation management
- Eprise – for employee and manager self-service intranets

Give Your New Hires the RedCarpet Treatment

In addition to the logistical benefits of RedCarpet's onboarding task management module, we at SilkRoad have drawn from our knowledge and expertise in collaboration solutions to create a powerful communication tool. Once an employee accepts your employment offer you can provide them with a login and password that gives them access to a secure portal that is completely tailored to them. With this portal you can provide new hires with a myriad of information that will help them get acclimated to your corporate culture and procedures so that their first few weeks of work will be as successful as possible. Imagine providing the following information over the Web, eliminating the need to manage paper-based orientation kits:

- A welcome letter from the CEO
- A calendar with their training schedule for the first week
- Paperwork to print and fill out and bring with them on their first day
- Your employee handbook with details on dress code, company hours, and benefits
- ...even information about your company softball league!

Comply with Corporate and Government Regulations

Federal and state regulations for managing employees change on a regular basis requiring proof that specific paperwork is completed or that certain documents are provided and even read. Some corporate policies require the viewing of videos covering topics such as employee orientation, sexual harassment, employee sensitivity, and job training. With RedCarpet you can track the delivery, receipt, completion, and acknowledgement of a variety of documents and media.

Robust, Scalable, and Secure

Whether you're managing tens, hundreds, or thousands of users, RedCarpet will rise to the task. Our administrative features allows for the management of a multitude of users, and groups of users, with ease. You can dictate who can create, contribute, or even view, each task or record. With RedCarpet, you have complete control over what information is available and to whom.

Exceptional Service and Support

At SilkRoad technology, inc. our support isn't just about solving problems. It's about helping our customers take full advantage of their technology investment. We have extensive experience and a proven record in successfully servicing enterprise customers and we understand the needs and the issues that arise in a corporate setting.

We are dedicated to providing you with the tools you need to be successful, including:

- A deep knowledge base of the product and best practices
- Detailed product documentation
- An experienced implementation team
- Multiple avenues of support including chat, email, and phone

the life suite



OpenHire



RedCarpet



WingSpan



GreenLight



Eprise

U.S. +1.336.201.5100 | U.S. toll free 866.329.3363 | Fax +1.336.201.5141

Europe +49.0.40.45.000.823 | Fax +49.0.40.45.000.823