Firma digitale: semplicità e trasparenza nei processi di selezione e assunzione del personale
Giulia Sarno
Market Development Representative | DocuSign
Giulia.Sarno@docusign.com

Federico Abrusca
SuccessFactors Presale Specialist | SAP Italia
federico.abrusca@sap.com
Business runs on agreements, and they are everywhere
<table>
<thead>
<tr>
<th>Sales</th>
<th>Marketing</th>
<th>Services</th>
<th>Human Resources</th>
<th>Finance</th>
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<td>- Offer Letters</td>
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<td>- Service/Work Orders</td>
<td>- New Hire Paperwork</td>
<td>- Expense Processing</td>
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<td>- Provisioning</td>
<td>- Mass Mailing/Email Approval</td>
<td>- Terms Change</td>
<td>- Candidate NDA</td>
<td>- Capitalization Management</td>
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<td>- Special Deal Terms</td>
<td>- Event Vendor Agreements</td>
<td>- Self-Service Requests</td>
<td>- On/Off-boarding Checklist</td>
<td>- Audit Sign-off</td>
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<td>- Referral Agreements</td>
<td>- Rebate Agreements</td>
<td>- Compliance</td>
<td>- Employee Policy Distribution and Signature</td>
<td>- Policy Management</td>
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<td>- Sponsorship Agreements</td>
<td>- Field Service</td>
<td>- Contractor Agreements</td>
<td>- Inventory Sign-off</td>
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<td>- Partner Agreements</td>
<td>- Promotion Agreements</td>
<td>- New Policy Applications</td>
<td>- Non-disclosure</td>
<td>- Asset Transfer/Retirement</td>
</tr>
<tr>
<td>- Sales Support</td>
<td>- Advertising Contracts</td>
<td>- Policy Cancellations / Suspensions</td>
<td>- PTO Management</td>
<td>- Grant Applications</td>
</tr>
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<td>- Loan Documents</td>
<td>- Press Release Approvals</td>
<td>- Independent Agency Licensing</td>
<td>- Performance Appraisal</td>
<td>- Sales and Use Tax Return</td>
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<td>- Support Agreements and Renewals</td>
<td>- Brand Licensing Agreements</td>
<td>- EFT Authorization</td>
<td>- Background Checks</td>
<td>- Consumer Account Opening</td>
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<tr>
<td></td>
<td>- Media Plan Sign-offs</td>
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<td>- Deposit Products</td>
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<th>IT/Operations</th>
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<th>Facilities</th>
<th>Product Management</th>
<th>Procurement</th>
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<td>- Contract Management</td>
<td>- Expense Processing</td>
<td>- Release Management</td>
<td>- Statement of Work</td>
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<td>- Capitalization Management</td>
<td>- Code Review Reporting</td>
<td>- Master Services Agreement</td>
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<td>- Release Scope Commitment</td>
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<td>- Policy Approval</td>
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<td>- Affidavits</td>
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<td>- Summons</td>
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<td>- Developer Program Enrollment</td>
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<td>- Real Estate Approval</td>
<td>- Engagement Letters</td>
<td>- Sales and Use Tax Return</td>
<td>- Product Development Methods</td>
<td>- Rate Cards</td>
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<td>- Memoranda of Understanding</td>
<td>- Consumer Account Opening</td>
<td>- New Product Evaluation</td>
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<td>- Deposit Products</td>
<td>- New Offering Announcement</td>
<td>- Subcontractor Agreements</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>- Vendor Contracts</td>
</tr>
</tbody>
</table>
Every company has a system of agreement, whether they know it or not
It’s just not built for the speed of today’s business
Why change on how you manage HR?

You are looking for a solution to remove existing challenges and be able to...

Replace manual activities with digital, mobile processes

Streamline and control digital signatures

Help ensure robust compliance and security

Save money, time and trees with...

Speed onboarding and recruiting management

• For offer letters, NDAs, contracts
• Recruit and onboard critical talent faster
• Cut costs and paper consumption
• Get full visibility into the signing process
• Increase operational agility
• Speed business outcomes

Replace mountains of paperwork with efficient, cloud-based workflows for speed and transparency!
The cost to your HR contract management is high

7 days
slower HR cycle

58%
productivity loss

£30
cost per agreement
SAP - DocuSign Integrations

SAP Signature Management by DocuSign

Senders
Initiate the document

Signers
Take action on the document
3 Ways to Use SAP Signature Management

**DocuSign WebApp on DocuSign.com**

1. Use it on day 1
2. Uses the same activation user name and password
3. Upload document
4. Save or build templates

**Integrated using one or more of SAP’s supported integrations**

1. Each integration takes 10 minutes or less to activate upon receiving your activation email
2. Fully integrated into 15 SAP business processes

**Build your own SAP integration leveraging the APIs which are provided with your subscription**

1. Developers.docusign.com
2. Includes free Sandbox
3. SDKs, Sample Apps and Code Examples provided
Sending an Offer Letter with DocuSign for SuccessFactors
Welcome to the requisition listing page. This list page displays all the requisitions to which you have access to, and navigational elements to interact with the requisitions. Access is controlled by the Operator fields in the job requisition. The analytic widget above is interactive, acting as a method to filter the requisition list to view only requisitions that meet certain criteria. Use the "Clear all filters" link to return to a non-filtered view of the requisition list. Please refer to the Help and Tutorial link above to access relevant training material.

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<th>Job Title</th>
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<th>Due</th>
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<td>VE</td>
<td>VE VE VE VE</td>
</tr>
</tbody>
</table>
Offer Letter: David Lister for Trail blazer (DEMO)

David Lister

+1412-297-0000  se.davelister@outlook.com

Offer Letter

Country: United States
Language: English US (English US)
Template: Offer Letter with DocuSign AutoPlace fields
Subject: Offer Letter

Dear [CANDIDATE_FIRST_NAME],

On behalf of Best Run Corporation, (the “Company”), I am pleased to offer you employment with the Company on the terms set forth below.

1. Position. You will start in a position as a [JOBREQ_TITLE], reporting to me, [HIRING_MANAGER_NAME]. You will work out of our office located in San Mateo, CA. By signing this letter, you confirm with the company...
Dear David,

On behalf of Best Run Corporation, (the “Company”), I am pleased to offer you employment with the Company on the terms set forth below.

1. **Position.** You will start in a position as a Trail blazer, reporting to me, Billy Brown. You will work out of our office located in San Mateo, CA. By signing this letter, you confirm with the company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

2. **Compensation.** You will be paid wages of $25,000.00 on an annual basis, less payroll deductions and all required withholdings. You will be paid your salary in accordance with the Company’s regular payroll policy. The Company may modify compensation from time to time as it deems necessary.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company’s offer please accept the offer on-line by eSigning at the appropriate sections.

Very truly yours,

Billy Brown
Best Run

Signature:
Date:
BestRun

David Lister
123 Steel Street
Pittsburgh, Pennsylvania 15219

Dear David

On behalf of Best Run Corporation, (the “Company”), I am pleased to offer you employment with the Company on the terms set forth below.

1. **Position.** You will start in a position as a Trail blazer, reporting to me, Billy Brown. You will work out of our office located in San Mateo, CA. By signing this letter, you confirm with the company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

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Offer Letter: David Lister for Trail blazer (DEMO)

Congratulations!
Offer letter sent for eSignature to the recipients

Continue to Candidate
Signing an Offer Letter with DocuSign for SuccessFactors
Tessa Walker sent you a document to review and sign.

Tessa Walker
Tessa.Walker.Demo@mailinator.com

David Lister,

Please DocuSign OfferLetter.pdf

Thank You, Tessa Walker

Powered by DocuSign
Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

* Email Address: se.davilster@outlook.com
* Password: ********

Sign In  Forgot your password?

Not a registered user?
Create an account to apply for our career opportunities.

Go Back
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We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer please accept the offer online by eSign at the appropriate sections.

Very truly yours,

Billy Brown
Best Run

**Signature:** [Signature]

**Date:** [Date]
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Very truly yours,

Billy Brown
Best Run

Signature: [Signature]

Date: 6/1/2018
Congratulations!
You have successfully signed the Offer letter

Continue to My Offer
Reviewing Status of Offer Letter
### Offer Letter

**Author:** Tessa Walker

**Send Mode:** eSignature Offer

**View Certificate:** Certificate

**Offer Extended On:** 06/01/2018

**Offer Response:** Accepted

**Candidate Responded On:** 06/01/2018

**eSignature Response:** Completed

### Shortlisting Details

- **Recruiter Prescreen:** No Selection
- **Phone Screen Details:** No Selection
- **Hiring Manager Short-List Rating:** No Selection
- **Reason for Rejection:** No Selection

### Assessment (Pre-hire Screening) Details

- **Psychometric Testing Date:**
- **Psychometric Testing Time:**
# Certificate Of Completion

**Envelope Number:** B2181F17B91A413B89E8227FF737AA5A  
**Status:** Sent

**Subject:** Offer - Executive, USA: eSignature

**Source Envelope:**
- **Document Pages:** 3  
- **Certificate Pages:** 1  
- **AutoNav:** Enabled  
- **Envelopold Stamping:** Enabled

**Signatures:** 0  
**Initials:** 0

**Envelope Originator:**
- **Name:** Wilma Sown  
- **Address:** 221 Main St, San Francisco, CA 94014  
- **Email:** cgeary@successfactors.com  
- **IP Address:** 65.221.12.148

**Record Tracking**
- **Status:** Orginal  
- **Holder:** Wilma Sown  
- **Location:** DocuSign

- **Date and Time:** 7/30/2015 11:07:42 AM PT  
- **Holder Email:** cgeary@successfactors.com

**Signer Events**

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<tr>
<th>Signer</th>
<th>Signature</th>
<th>Timestamp</th>
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</thead>
<tbody>
<tr>
<td>Chris Geary</td>
<td><a href="mailto:cgeary@successfactors.com">cgeary@successfactors.com</a></td>
<td>Sent: 7/30/2015 11:10:06 AM PT</td>
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</table>

**Security Level:** In Session

**Electronic Record and Signature Disclosure:**
SAP SuccessFactors + Signature Management, key take aways

- Simplify Processes & Improve Experience
- Reduce Costs
- Faster Recruiting & Onboarding
- Reduce Risk, Increase Compliance

Best Run
Q&A
HXM Digital Summit
Online | March 25, 2020

Get registered!
https://vshow.on24.com/clients/SAP/HXMdigital/16780
Thank you.

Per maggiori informazioni puoi contattare il tuo interlocutore SAP di riferimento oppure il nostro contact center.

800789088 – info.italy@sap.com

In alternativa puoi visitare il nostro sito:
Appendix
Typical current state: HR new hire to onboarding

Example
# Future new hire state with SAP Signature Management

Candidate Offer Letter Sent

Candidate Securely E-signs

SAP Signature Management

HR Reviews, Then Releases Onboarding Packet

SAP Signature Management

New Hire Correctly Completes Required Paperwork

SAP Signature Management

Docs Sent to Appropriate Internal Depts

SAP Signature Management

Seamless Data Flow to HRIS

Confidential Personal Information Protected

One-click Approval

Fantastic Experience

Automated Data Integration

## Before vs. With SAP Signature Management

<table>
<thead>
<tr>
<th></th>
<th>Before</th>
<th>With SAP Signature Management</th>
<th>Improvement</th>
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<td>$46</td>
<td>$30</td>
<td>35%</td>
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<td>Turn Around Time</td>
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<td>0.4 days</td>
<td>97.3%</td>
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<tr>
<td>Not In Good Order</td>
<td>6%</td>
<td>0.2%</td>
<td>95%</td>
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### Example

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SAP Signature Management HR use cases

**Human Resources**
- Candidate Offer Letter
- New Hire Paperwork
- Candidate NDA
- On/Off-boarding Checklist
- Employee Policy Distribution and Signature
- Contractor Agreements
- Non-disclosure
- PTO Management
- Payroll Forms

**Recruitment**
- Accelerate time to close candidates
- Enhance visibility into client viewing of offer
- Increase time available for counteroffers

**Onboarding New Hires**
- Accelerate time on admin so employees can get to work faster
- Reduce not in good order
- Improve experience, reduce stress of new hires

**Separation/Off Boarding**
- Increase speed to closure
- Create automatic audit trail
- Enhance visibility into client viewing

**Benefits and Training**
- Accelerate speed to 100% completion
- Facilitate quick, discrete access to information
- Easily remind and track training participation

**Comp Packages**
- Ensure audit trail
- Reduce operational costs of execution
- Increase real-time visibility and tracking of documents