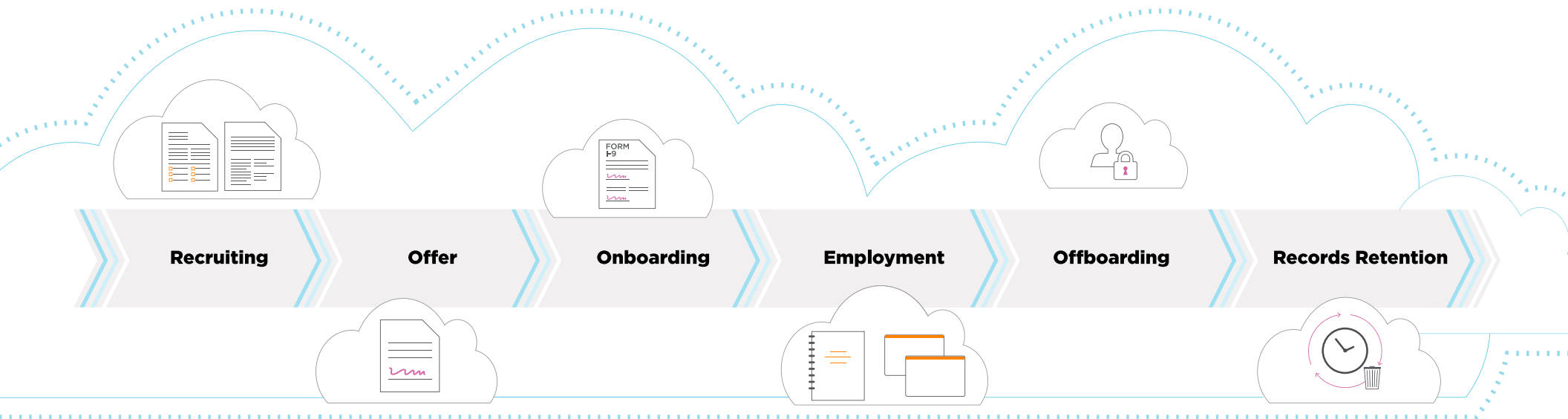# EMPLOYEE CONTENT LIFECYCLE MANAGEMENT

How Hyland helps organizations manage the digital employee experience

Hyland offers an end-to-end solution for managing the HR content created at every point of an employee's lifecycle. With capture, workflow, I-9 and E-Verify features, HCM system integrations and retention management capabilities, Hyland's solution helps organizations automate the various steps within each HR phase. This leads to faster decisions and improved employee productivity.

+ Click on the green pluses below to learn more about each stage.

Recruiting → **Offer** → **Onboarding** → **Employment** → **Offboarding** → **Records Retention**

Discover more at **Hyland.com/HumanResources**
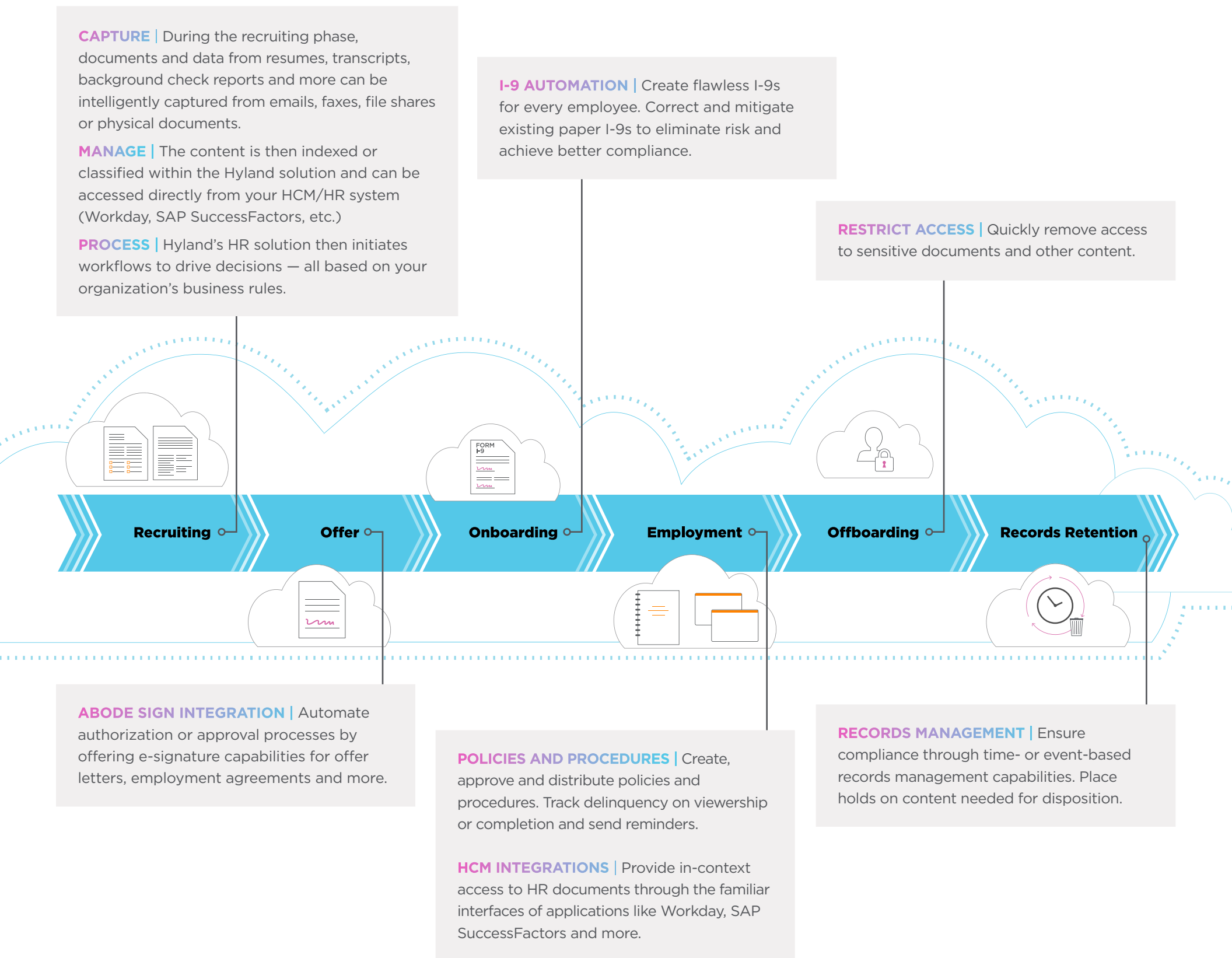
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CAPTURE | During the recruiting phase, documents and data from resumes, transcripts, background check reports and more can be intelligently captured from emails, faxes, file shares or physical documents.

MANAGE | The content is then indexed or classified within the Hyland solution and can be accessed directly from your HCM/HR system (Workday, SAP SuccessFactors, etc.)

PROCESS | Hyland's HR solution then initiates workflows to drive decisions — all based on your organization's business rules.

I-9 AUTOMATION | Create flawless I-9s for every employee. Correct and mitigate existing paper I-9s to eliminate risk and achieve better compliance.

RESTRICT ACCESS | Quickly remove access to sensitive documents and other content.

Recruiting — Offer — Onboarding — Employment — Offboarding — Records Retention

ABODE SIGN INTEGRATION | Automate authorization or approval processes by offering e-signature capabilities for offer letters, employment agreements and more.

POLICIES AND PROCEDURES | Create, approve and distribute policies and procedures. Track delinquency on viewership or completion and send reminders.

HCM INTEGRATIONS | Provide in-context access to HR documents through the familiar interfaces of applications like Workday, SAP SuccessFactors and more.

RECORDS MANAGEMENT | Ensure compliance through time- or event-based records management capabilities. Place holds on content needed for disposition.

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