



KONICA MINOLTA



HUMAN RESOURCES

HR teams are often overwhelmed by demanding administrative processes, which are carried out manually by 85% of companies.

But there are many more strategic HR tasks, such as managing onboarding and offboarding, employee training and appraisal, as well as motivating and retaining talent, that are increasingly important for businesses.

Managing employee personal data is another sensitive issue. How do you know who has access to the documents? How do you ensure data privacy and security? Using a digital platform is a priority for more than 90% of leaders, allowing them to channel more time into strategy and focus on employees.

THE SOLUTION FOR YOUR HUMAN RESOURCES DEPARTMENT

Waidok is a document management solution which allows you to manage the entire lifecycle of all types of documents, ensuring that you are compliant with regulations and document security. It also allows you to work wherever you are and automatizes your business processes.

An intuitive platform, user-friendly and easy to use.

KNOW HOW YOU CAN USE WAIDOK IN YOUR DEPARTMENT

EMPLOYEE RECORD MANAGEMENT

Centralize all employee records. Guaranteed security and confidentiality of sensitive information.

CONTRACT MANAGEMENT

Standardize HR contract management on a single platform.

ONBOARDING/ OFFBOARDING

Pre-define onboarding processes to ensure proper follow-up when employees arrive – PC, access, vehicles, etc.

Also ensure monitored and documented offboarding.

TRAINING AND CERTIFICATION RECORDS

Record all employee training and certifications on the platform.

Set reminders for certifications that need to be updated regularly.

BENEFITS

WHY WAIDOK®?



More time for strategic tasks

Don't waste any more time on paper documents and searching for information. With centralized information and defined processes, you have more time to devote to strategic tasks.



Greater process control

Centralize and optimize all HR processes with approval workflows. Gain efficiency and speed in your processes.



Improved employee experience

HR has an essential role in the employee's experience. Ensure a positive experience from day one, with a structured onboarding process, optimized HR processes and structured information, having a positive impact on your employees.

WAIDOK

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YOUR DEMO
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