



**OFFER TO YOUR NEW TALENTS
AN EXCEPTIONAL
INTEGRATION EXPERIENCE**

Why is Onboarding is crucial?

The first days of an employee in a company are decisive. A successful integration promotes:



A quick and lasting commitment



A more fluid skill increase



Better talent retention



A valued employer image

Onboarding, what is it?

An all-in-one digital solution to structure, automate and customize the onboarding journey of new employees.

- **Intuitive and modern interface**
- **Secure web access: onboarding.etalent.ma**
- **Easy integration with your existing HR tools**

Key features

Personalized onboarding paths

Create custom steps based on the position, department or site.

Access to resources

Share documents, videos, guides and internal policies in a few clicks.

Follow-up & reporting

Visualize in real time the progress of each new collaborator.

Checklist and automation

Assign tasks to HR, managers and employees automatically.

Feedback & collaborator experience

Collect impressions from the first days and continuously improve the experience.

For who?

- Director HR and HR managers
- Operational managers
- Organizations of all sizes that want to structure and humanize the welcome of their new recruits.

Concrete benefits

- ✓ **Employee engagement boosted from the first day**
- ✓ **Reduction in hiring turnover**
- ✓ **Time saving for HR**
- ✓ **Reinforced employer brand image**

Detailed functional scope

1. HR Administrator

Target: Design, manage and optimize the integration paths for all employees

CREATION AND MANAGEMENT OF ONBOARDING PATHS



- Design of modular courses according to positions, entities or professions
- Definition of milestones: before arrival, D-day, first week, first month...
- Adding resources and interactive content: videos, PDF, internal links, e-learning

MANAGEMENT OF TASKS AND ACTIONS



- Automatic assignment of tasks to supervisors, employees or support teams (IT, finance...)
- Triggering notifications: alerts or reminders

MANAGEMENT OF ACCOUNTS AND ROLES



- Creation of supervisor access & new collaborators
- Definition of data permissions and security (GDPR-ready)

COMMUNICATION & DOCUMENTS

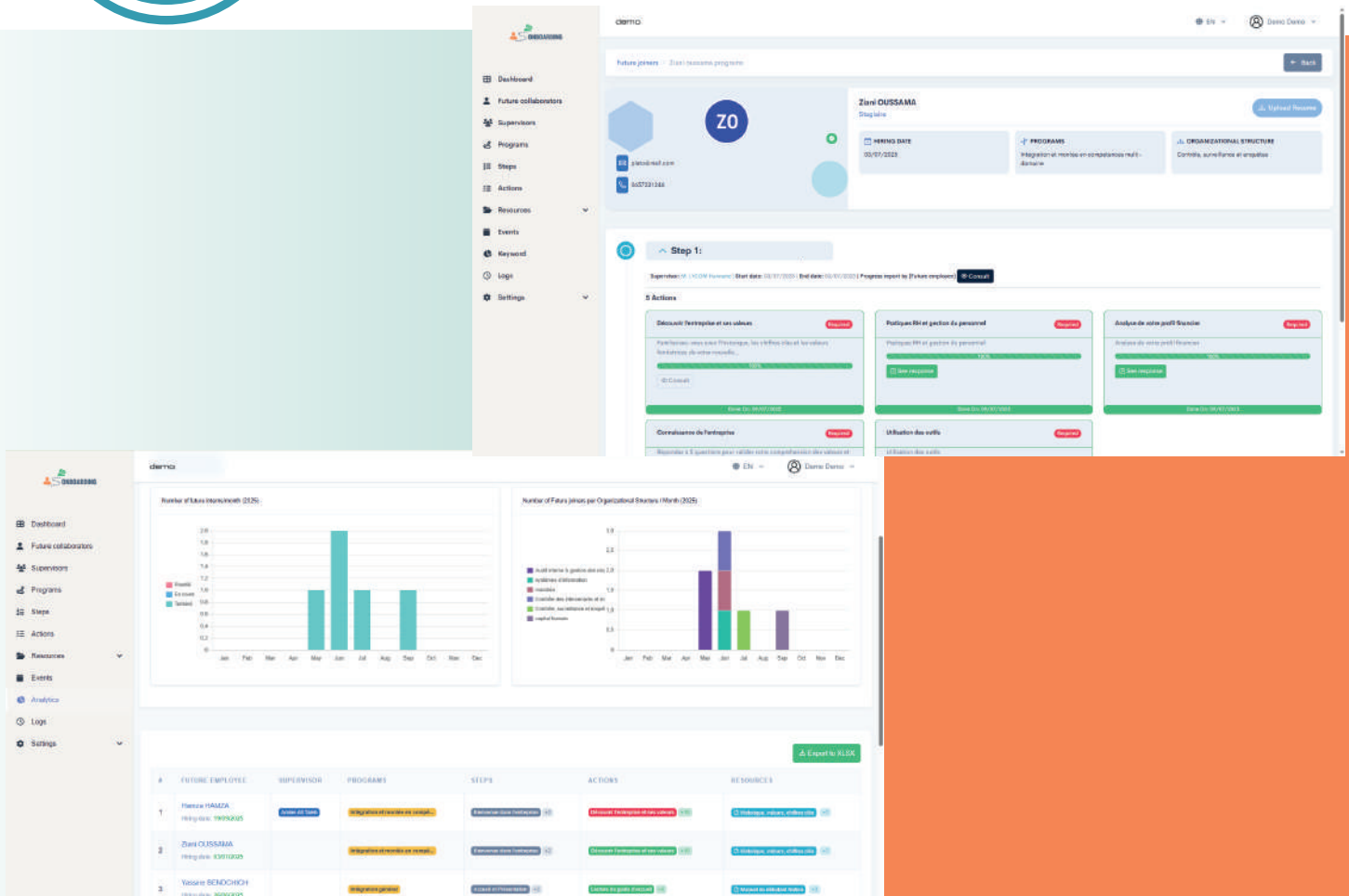


- Sending automated emails (welcome, reminders, instructions...)
- Centralization of administrative documents to be completed (RIB, CIN, contract...)

TRACKING & REPORTING



- Global dashboard: completion rate, delays, feedback collected
- Statistics by department, site or manager
- Export data for analysis or HR audit



2. Supervisor / Manager

Target: Actively support the onboarding of the new employee and ensure their engagement from day one

Dedicated view of the onboarding journey for new hires

List of Employees in Onboarding

Calendar view with upcoming tasks and key deadlines

Actions to be Taken

Preparation of the workstation or equipment

Resources to Be Provided

Planning of a welcome session, introductory meetings, and mentoring

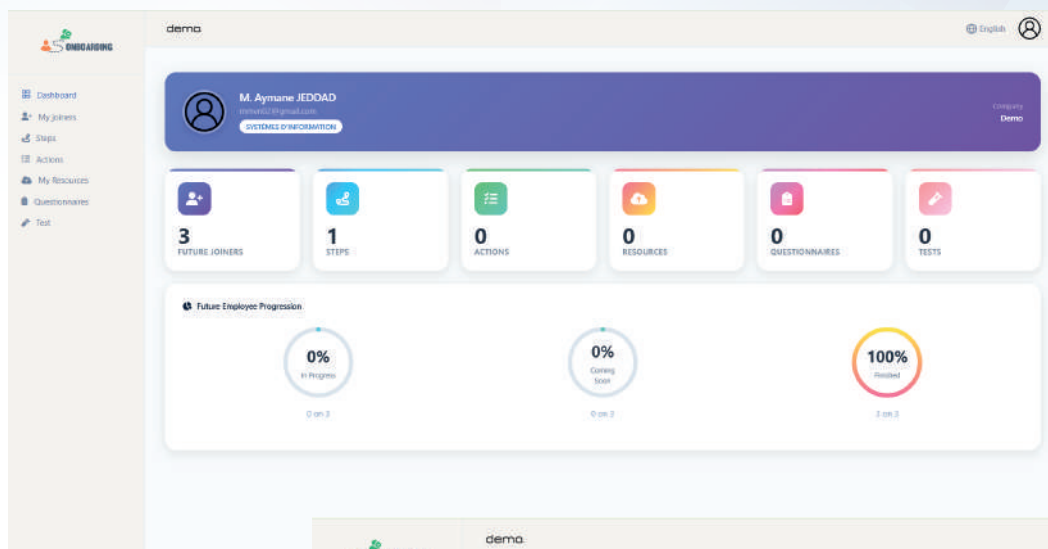
Tracking the Progress of the Employee's Modules

Interactions & Feedback

Adding Comments or Suggestions to the Onboarding Journey

Evaluation of Key Milestones (e.g., Approval of Initial Tasks)

Reporting Challenges to HR via the Platform



The screenshot displays the 'Future collaborators' table. The table has columns for ID, FUTURE EMPLOYEE, PROGRAMS, PROGRESS, SHEETS, START DATE, END DATE, and ACTIONS. There are three rows of data.

ID	FUTURE EMPLOYEE	PROGRAMS	PROGRESS	SHEETS	START DATE	END DATE	ACTIONS
1	M. Hamza HAMZA	Intégration et montée en compétences multi-domaine	0%	0 Sheet(s)	01/05/2025	01/05/2025	...
2	M. Zani OUSAMA	Intégration et montée en compétences multi-domaine	25%	0 Sheet(s)	01/07/2025	07/07/2025	...
3	M. Youssef TAMDA	Intégration et montée en compétences multi-domaine	100%	0 Sheet(s)	01/05/2025	13/05/2025	...

Showing 1 to 3 of 3 entries

3. Future Employee

Target: Offer a smooth, reassuring and engaging experience even before the day of arrival.

Access to a Secure Personal Space

Clear Dashboard with Steps to Follow
Journey Timeline with Achieved and Upcoming Milestones

Pre-Arrival Preparation

Access to Documents to Read or Sign (contract, policy, etc.)
Company Presentation: Organization Chart, Culture, Values
Preparation Checklist (e.g., Documents to Provide, Working Hours, etc.)

Day 1 & Follow-Up

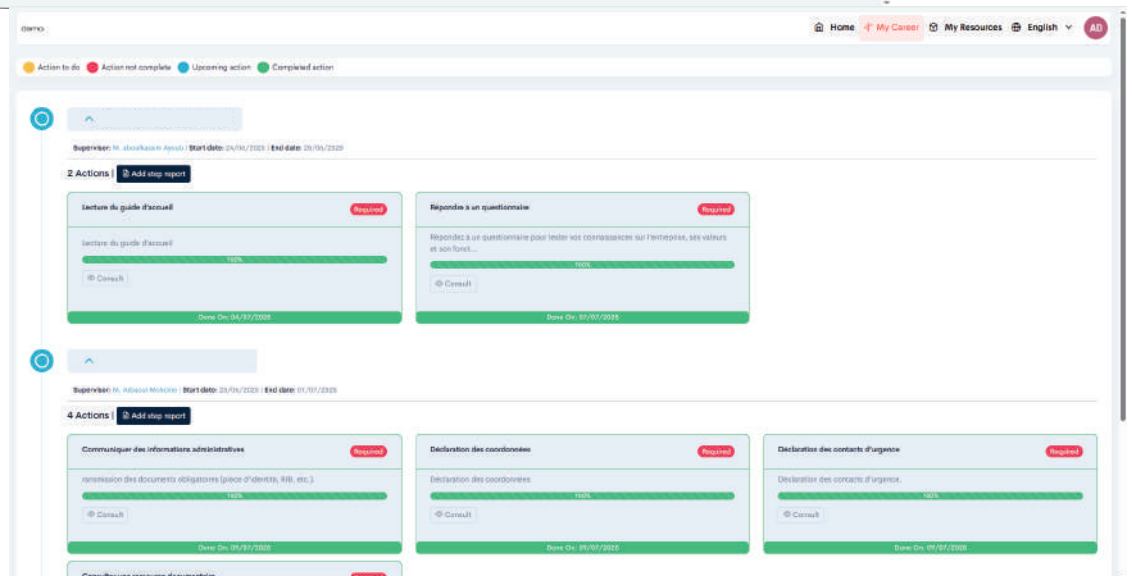
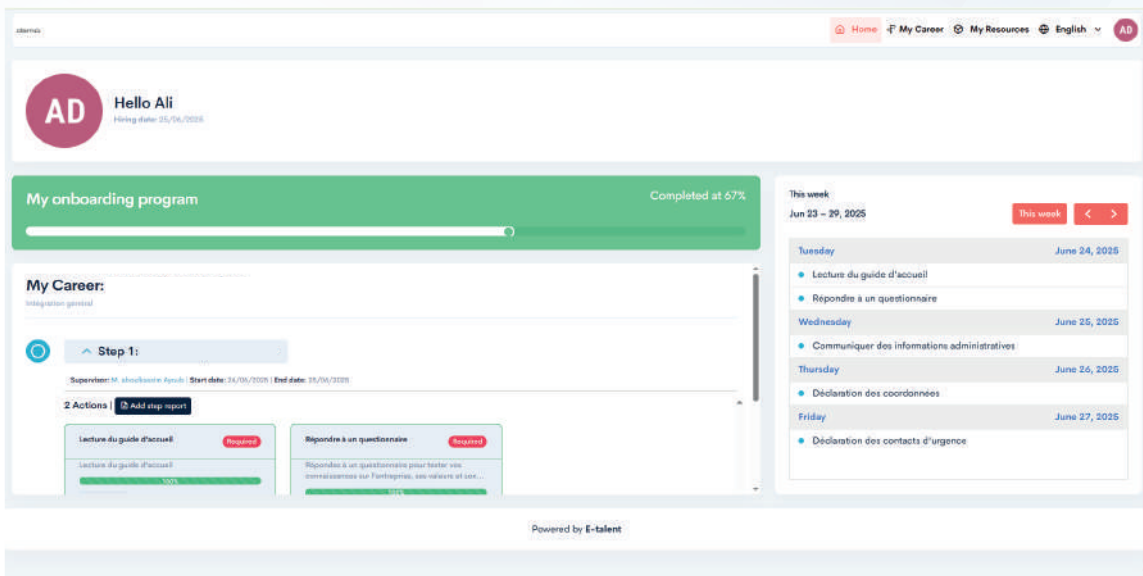
Welcome Messages, Personalized Videos
First Day / Week Schedule
Introduction to the Team and Manager

Communication and support

Direct Messaging with HR or Manager
Integrated FAQ
Satisfaction Survey at Day 1, Day 7, and Day 30

Other Features

SSO & secure authentication
Multilingual interface (FR / EN / AR)
API for integration with ATS, HRIS, document management tools
Responsive design (desktop, tablet, mobile)



Why choose e-Talent?

e-Talent is a recognized HR platform, used by thousands of employees and companies. Our Onboarding solution integrates perfectly with your HR strategy and evolves with you

Functionality	Benefits
Personalized Journeys	Adapted to the profiles: field, supervisory office
Automation of Steps	HR coordination, supervisors, IT, security and logistics
Tracking of Access Rights	Alerts on mandatory training, validation of skills
Secure Document Space	Provision of security standards, charters, procedures
Feedback at Each Stage	Continuous improvement of reception processes
Multilingual & multisite	Ideal for companies with a national or international presence

Try It Now

onboarding.etalent.ma/login

THEY TRUSTED US



ONBOARDING

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