# Using Breathe for recruitment and onboarding

breathe

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From receiving CVs to meeting the team, Breathe allows small businesses to take ownership of every step of their recruitment and onboarding processes.

With Breathe's applicant tracking software, posting detailed vacancies on your website is a breeze.

The built-in application form lets you collect all important candidate details and allows for the attachment of additional documents such as cover letters and portfolios.

## One portal for all your recruitment needs

As soon as a candidate applies, they'll automatically be added to Breathe's portal. From here, it's easy to add notes, reject, archive, shortlist, or invite an applicant to an interview. Successful candidates can even have their status changed from applicant to employee in just one click. This will transfer all information across to their employee profile.

## Don't lose touch with encouraging candidates

You can't employ everyone, but that doesn't mean you won't need to hire again in the future. Save yourself time – there's no need to start from scratch. The Breathe applicant archive keeps a full record of every candidate that impressed you. You can even add tags to keep track of which attributes stood out most, making it easy to find the next person for the job.

Once you have offered a role to a successful candidate you can start the onboarding process straight away.

## Getting organised

Even before their start date, you can give permission for the new team member to log into their Breathe profile.

The new starter can populate their profile with the key information that is required to get them up and running, including address, bank details and much more.

Breathe's onboarding tasks module reduces HR admin by streamlining your to-do list when new starters join.

Within the module, you can create your own custom tasks, assign them to anyone in your SME & monitor progress – keeping everything in one place.

## Calculating holiday for new starters

Employees in their first year of employment do not receive their full entitlement, but instead, receive a pro-rata allowance depending on how much of the year they have worked.

When a new employee is added to your Breathe account, they will fall under the default holiday allowance for your company. The system will then work out if your employee has started part way through your holiday year and calculate the pro-rata based on their start date. This ends up as an adjustment on their holiday year, saving you time.

## Receiving ID & other confidential documents

It is important when onboarding a new member to the team you receive important documents such as passports and P45's. Within Breathe the new team member can log in to their profile and upload the document themselves. This can always be referenced from their employee profile.

## Understanding medical facts

Within Breathe you can store all important medical information for your people. When onboarding a new member to your team, it is important to gather this information and upload it to the individual's profile as a point of reference.

The employee is also able to update their own information and details at the click of a button, ensuring you always have the most up-to-date information.

## Gathering emergency contact details

Should there be the unfortunate event of an emergency, Breathe stores people's emergency contacts details.

As part of the onboarding process for a team member, it is important to gather this information. The new team member can also access this area of the system at any point from their own profile and update it whenever necessary.
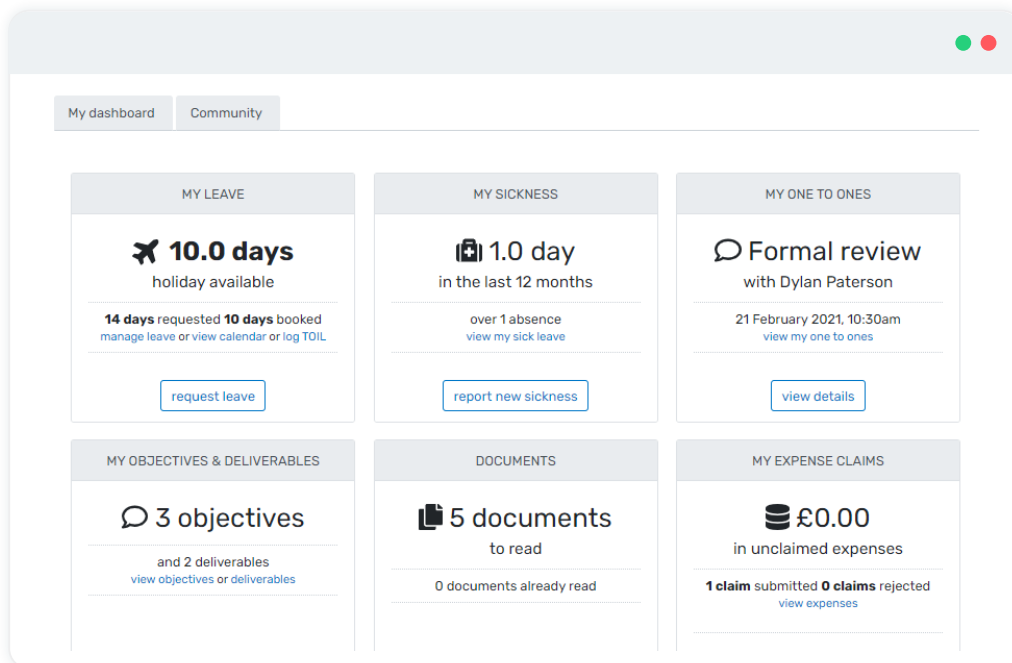
## Reading company documents

All businesses have important policies and procedures that they ask team members to read and accept. Within Breathe, you can share all of these at the click of a button.

The new team member will be able to see from their dashboard how many documents they have outstanding, as well as the deadline date where applicable.



Their Line Manager or system HR user will also be able to keep track of which documents have or haven't been read and can follow these up with the individual.

## Allocating equipment

Each new member of the team will be allocated new equipment, be it laptops, mobile phones or even company cars. Keeping track of these are important, should you ever need them returned.

## Handing information to your finance team

For your finance team to run the payroll successfully, they will need access to some of the information you gathered in your onboarding process.

To save you time, we have created the Breathe Payroll export. At the click of a button, the system will export all of your new starter's information into a CSV. file. This can then be inputted or imported into your payroll system.

This export will also include any people changes since you last ran it, so a fantastic module that can be used each month.

## Regular check-ins during probation

During the probation period it is important to have regular check-ins to see how the new starter is settling into their role and if there is any guidance or additional training that is required.

Within the performance module of Breathe, you can keep track of these check-ins using the employee and reviewer notes.

## Holding probation reviews

Your new team member has reached the end of their probation. It is important to hold a probation review meeting to assess their ability, progress and suitability for the role.

It is important that you document this meeting both for the company and the individual in question.

Within the performance module you can create a 'Probation Review' meeting, enabling you to upload the meeting notes and official end of probation letter.

Breathe can also help with ensuring your new team member remains engaged. Check out our Kudos module for more information.

More resources online at **breathehr.com**
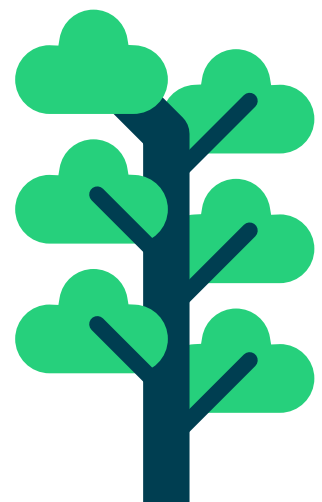
# Thank you!

Thank you for being a part of our paperless revolution, by using Breathe you are helping contribute to the saving of 3,974,880 sheets of paper per year. That's 477 trees, or 7950 reams of paper.

And, even better, using Breathe will give you back precious time.

Every week, up to 24,276 hours are saved. Every year, up to 1,262,352 hours are saved. That's just under 4 hours per week per customer.

How will you use the extra time?

WE HOPE YOU ENJOY USING BREATHE AS MUCH AS WE LOVE DEVELOPING IT!

**breathe** Effortless people admin

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