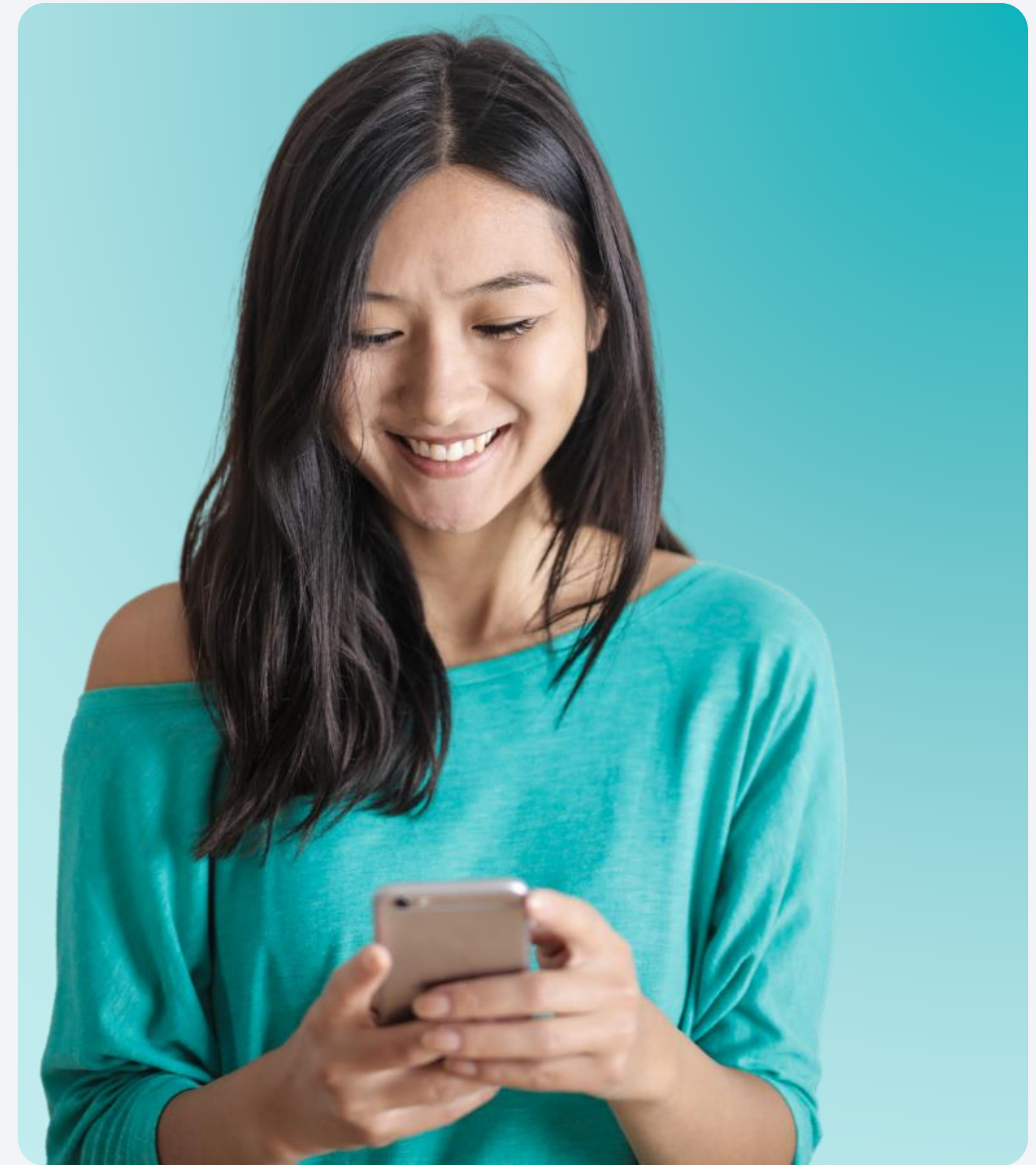


AVIONTÉ
CONNECT

Paperless Placement

Streamline Front-Office Management
and Onboarding

SOURCING & ENGAGING



FRONT OFFICE

BACK OFFICE

MOBILE

AI & AUTOMATION

VMS

INTEGRATIONS

ANALYTICS

**Paperless Placement:
Streamline Front-Office Management
and Onboarding**

Introductions

Welcome to **CONNECT!** Thank you for joining our session.



Kristi Lenzen

CUSTOMER SUCCESS
MANAGER

SUCCESS



Jen Moore

CUSTOMER SUCCESS
TRAINING SPECIALIST

TRAINING

About This Session

Discover how you can eliminate documentation barriers and create paperless placement processes that deliver a truly seamless candidate experience.

- 1 Introduction

- 2 BOLD Paperless Solutions

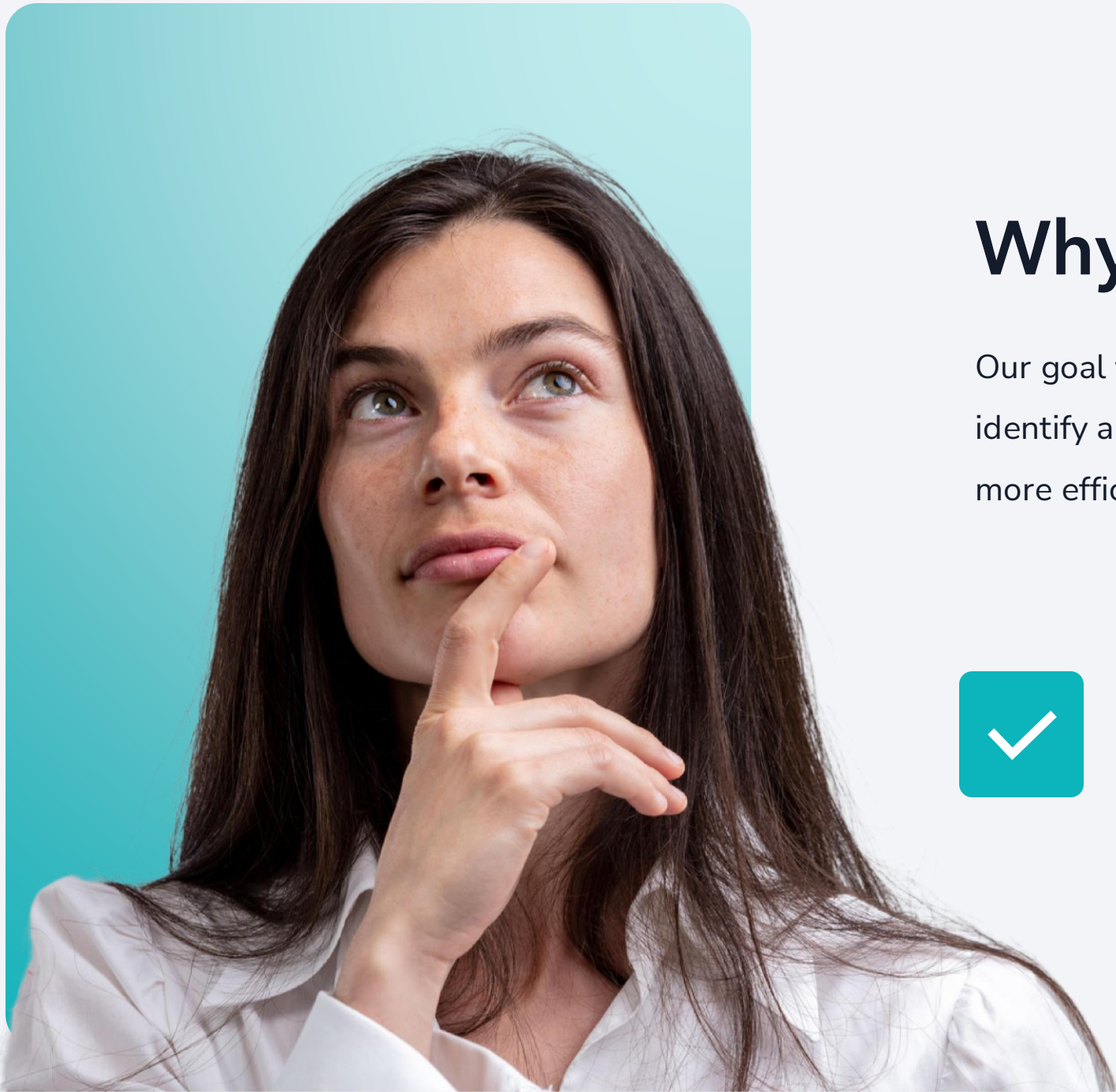
- 3 Ditch Paper and Digitize Documents

- 4 Documents Main Menu

- 5 Adobe Sign & Onboarding

- 6 Task Monitoring

- 7 Q&A



Why are we here?

Our goal today in this session is to help firms identify and eliminate document barriers to create more efficient front office placement processes.



BY THE END OF THE SESSION

You will:

- feel equipped and confident about navigating and implementing paperless placements
- understand the big picture impact this can have on efficiency, sustainability and data management.

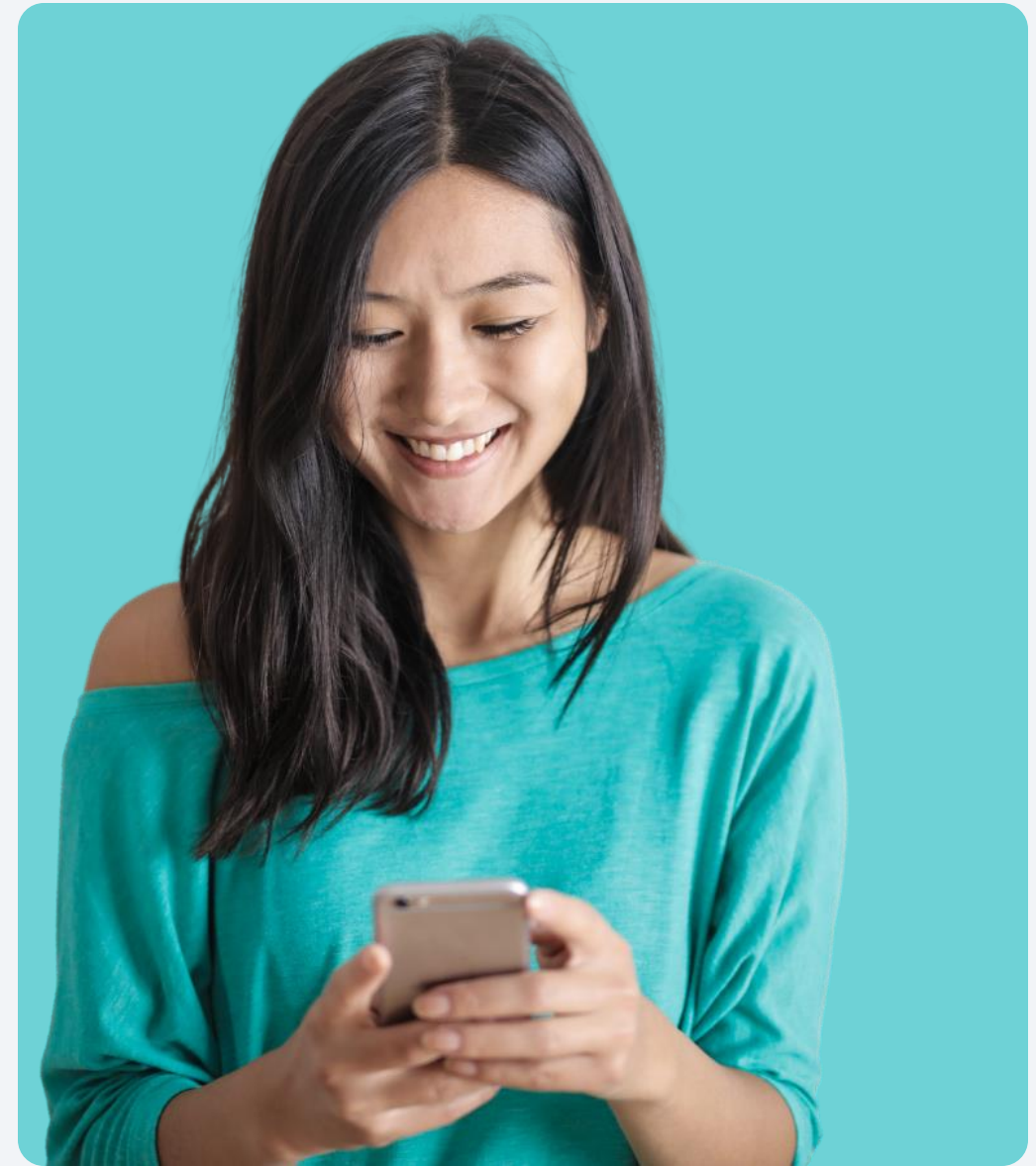
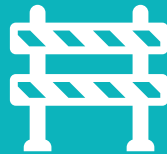
Going paperless?

Remember paper?



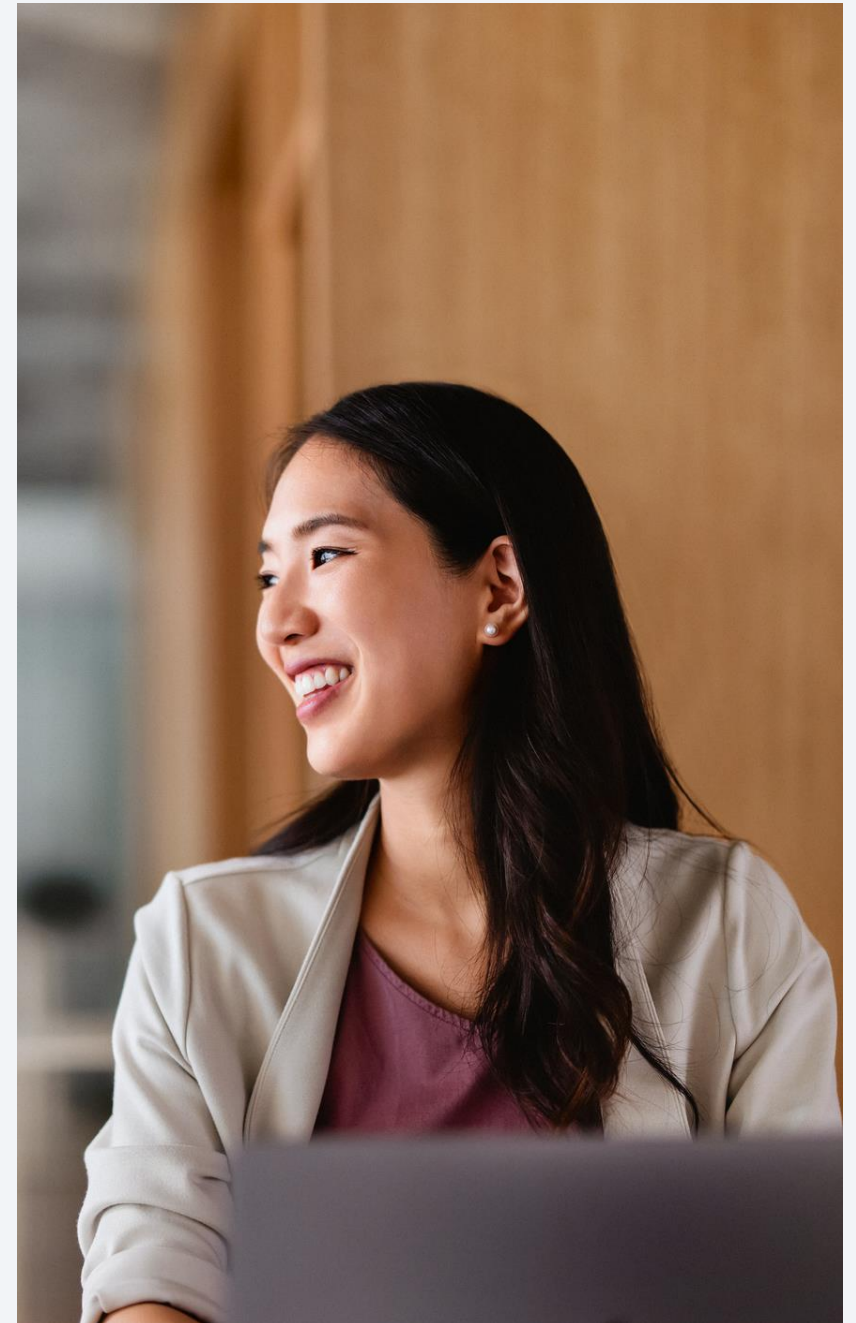
Implement big changes?

Roadblocks? Headaches?



How many of you have experienced the need to...

- 1 quickly access and/or share an internal document?
- 2 draft and send a contract to a new client?
- 3 onboarding a talent for a same day start?
- 4 to monitor the status of tasks or documents awaiting signature?



AvionteBOLD's Paperless Document Solutions



Document Storage & Sharing

Easily store and share
from within Bold.



Quick Onboarding

Send packets or
documents quickly and
securely using Adobe.



Monitor Tasks

Easily track the status
of pending documents
and tasks in Bold.

Ditch the Paper & Digitize the Documents

✓ Slash time-to-fill with electronic delivery of onboarding packets

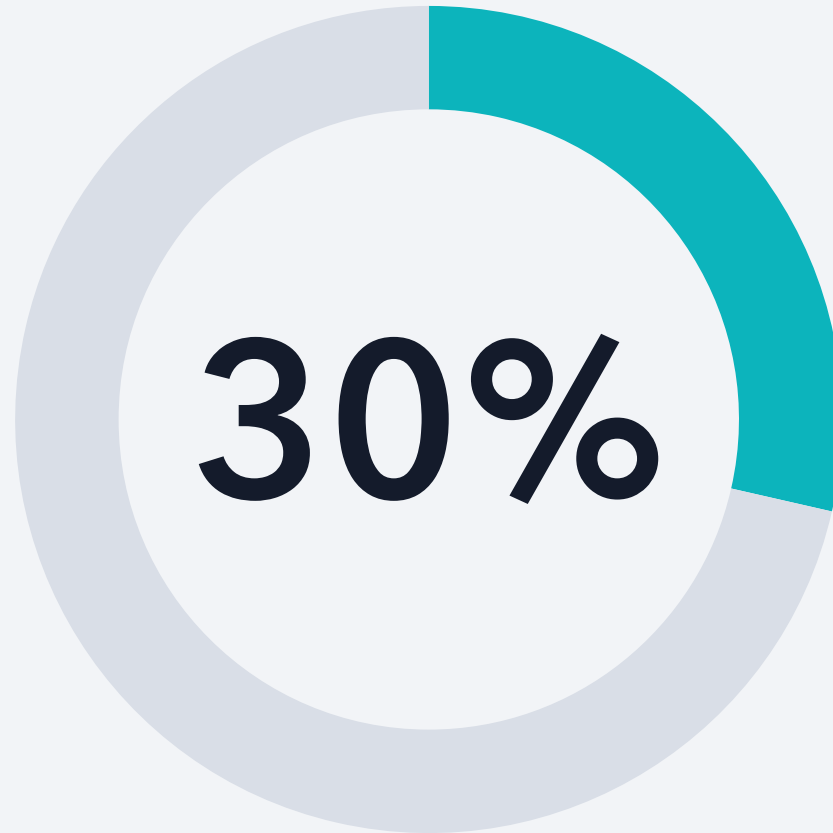
✓ Reduce compliance risks with elevated security safeguards

✓ Stay audit ready with centralized folders for essential documents

✓ Collect signatures instantly with Adobe Sign

✓ Track and monitor progress in real time for documents and tasks

Recruiter Productivity



Implementing paperless placement processes can increase Recruiter productivity by 30%, specifically in staffing.

-Western City Magazine

Core Benefits of Digital Documentation

X	Manual data entry
X	In person document signing
X	Risk of data error
X	Time and financial investment

✓	More time for focus on meaningful tasks
✓	Effortless electronic delivery for easy signing and return
✓	No lost documents or errors from repetitive manual entry
✓	Quick, efficient process with no paper expense

Documents Main Menu Tab

The Avionté Documents Tab is a great way to keep all documents in one place. Users can store job descriptions, onboarding documents, marketing materials, and more!

Organization Made Simple

- Different folders for different document types

Public vs. Private Folders

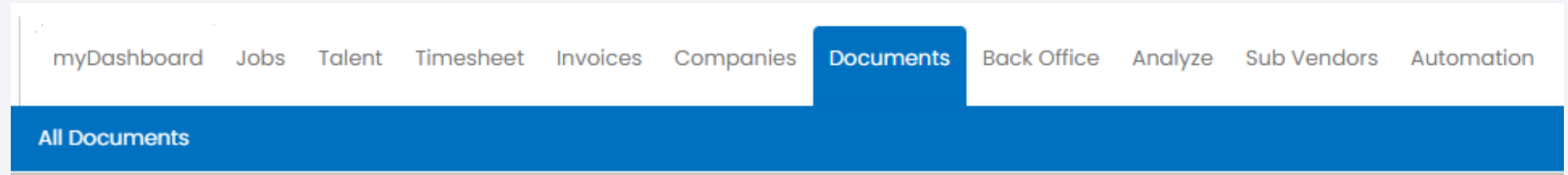
- Share with Talent
- Share with Internal Users

Storage & Accessibility

- Centralized, shared location
- Quick and easy to access

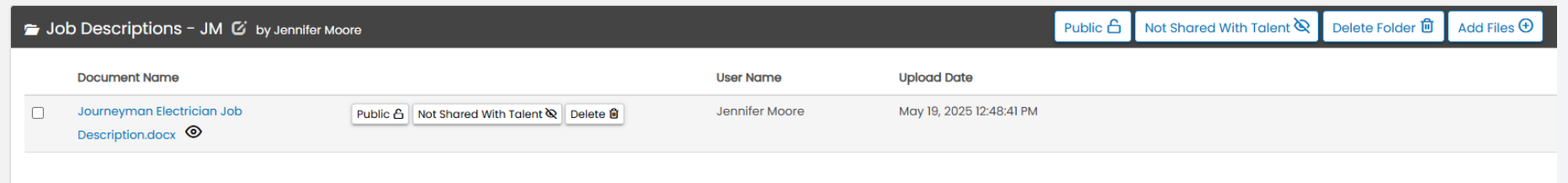
Documents Main Menu Tab

Located here →

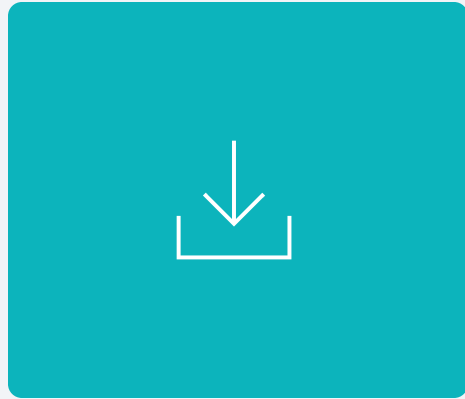


← Create folder for documents

Add documents to folder →



Documents Main Menu Tab



Document Max File Size

60 MB

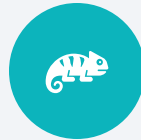


Formats Accepted

DOC, DOCX, TXT, PDF,
PNG, JPG, BMP, XLS,
CSV, PPT

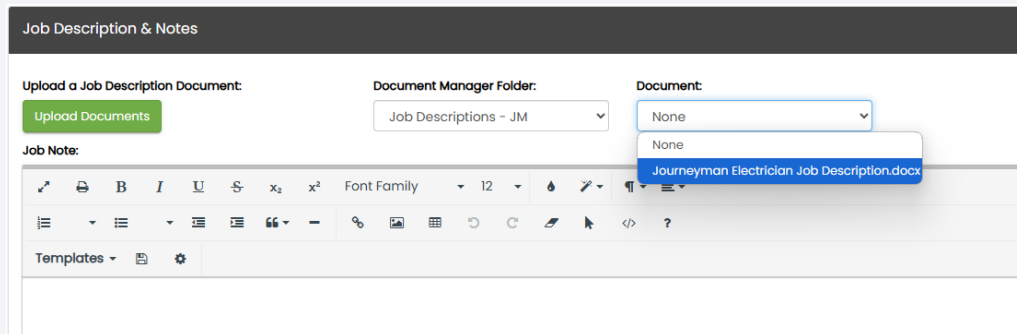
Make Life Easier

Two ways the Documents Tab can make life easier



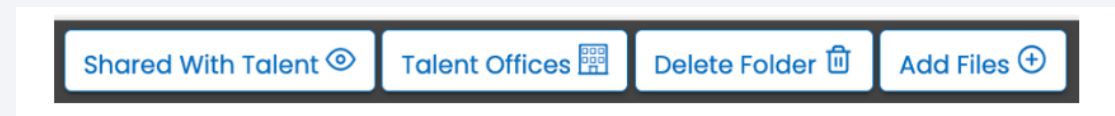
Job Creation Process

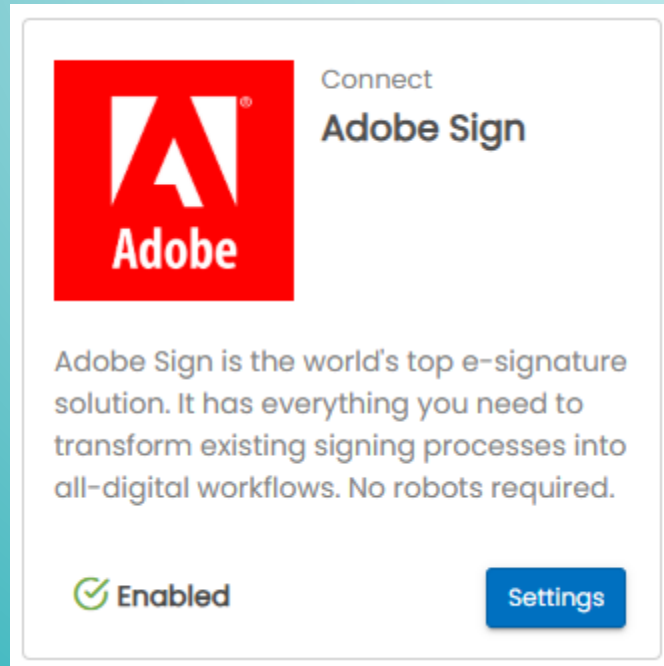
If user hire for similar jobs over and over, they can attach the Job Descriptions to newly created jobs quickly and easily.



Share Documents to the Talent Portal

Seamlessly share documents with your Talent in their portal with the click of a button





Connect
Adobe Sign

Adobe Sign is the world's top e-signature solution. It has everything you need to transform existing signing processes into all-digital workflows. No robots required.

Enabled [Settings](#)

Adobe Sign - Transform How You Connect with Talent

- Complete onboarding – anytime, anywhere with secure Talent Portal access
- Federal & State form compliance made simple

Benefits of Integrating with Adobe Sign

- 1 Streamline onboarding process

- 2 Eliminates the need to switch between platforms

- 3 Send documents to employees effortlessly

- 4 In-app tracking to monitor completion status

- 5 Auto-fill features allow for direct insertion

- 6 Integration supports various file types

Paperless Onboarding Task Packets

Onboarding Task Packets

Please choose an Onboarding Task Packet to View/Edit

Clerical Packet - New Hire	Food Service Packet	General Laborer	IT/Professional Packet
Light Industrial Packet - New Hire	Light Industrial Packet - Rehire	New Hire Packet	Warehouse Workers
			



Send & receive document directly



Employee receives email when document is ready for completion

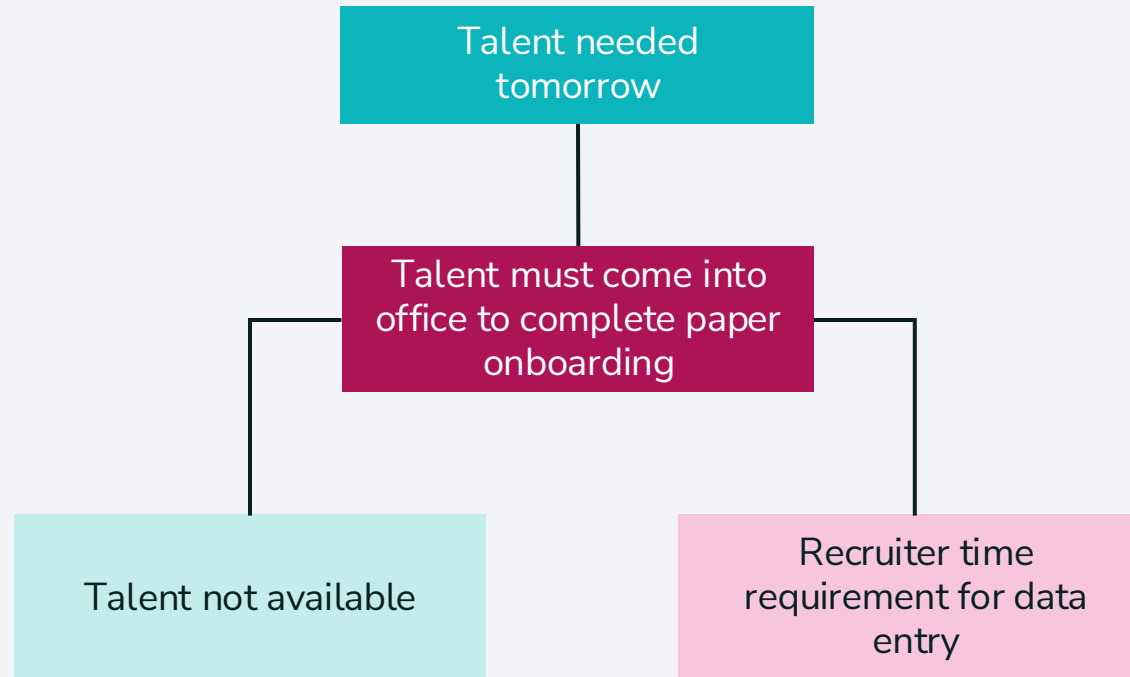


Auto-fill allows for info in Avionte to be inserted directly into documents



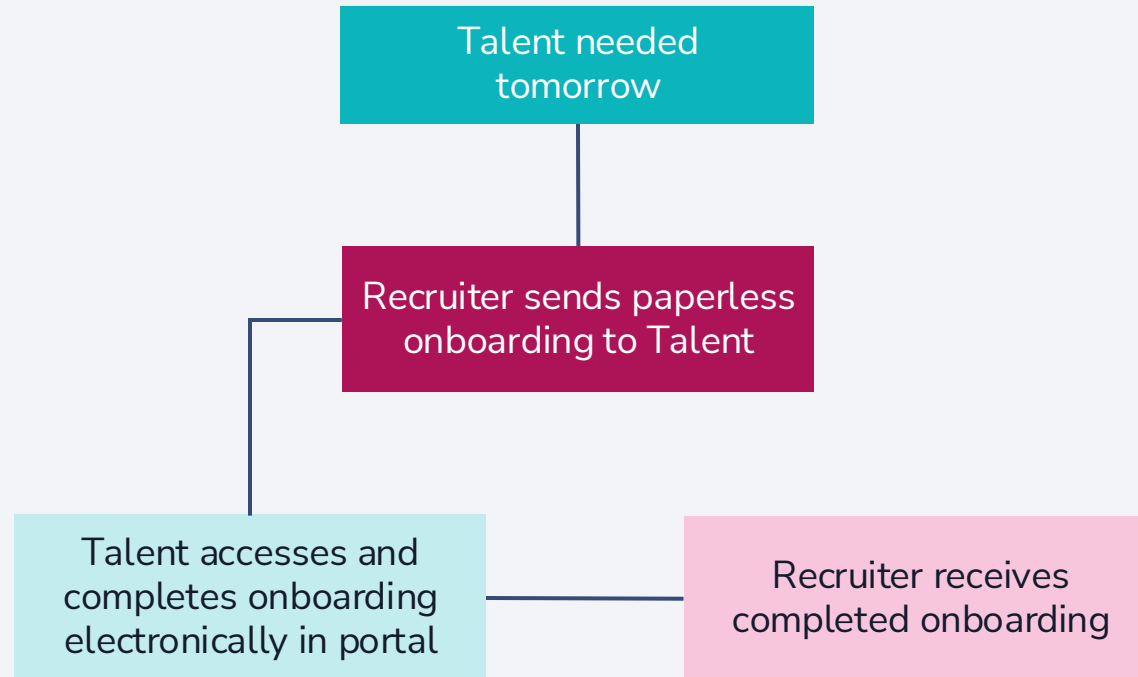
Avionte provides standard Adobe templates for both US and Canada

Everyday Situation



Wasted Time, Wasted Effort
Unhappy Client = Unhappy Talent

Everyday Situation



Client job order filled
Happy Talent = Happy Client

Paperless Solutions for Onboarding

Collect electronic signatures and document uploads with speed and efficiency

Jake Quinn - Send Onboarding Tasks

Employers ▾

Onboarding Packets ▲

Add Onboarding Packets

Filter Results... ✕ +

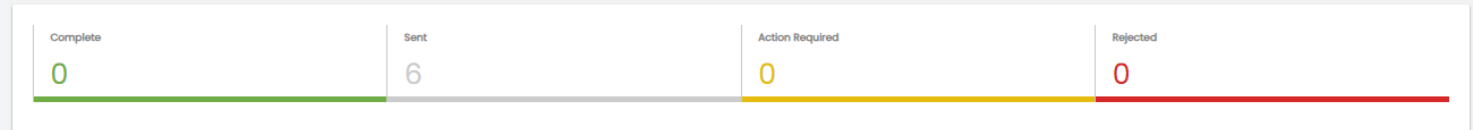
- Clerical Packet - New Hire
- Food Service Packet
- General Laborer
- IT/Professional Packet
- Light Industrial Packet - New Hire**
- Light Industrial Packet - Rehire
- Warehouse Workers

Profile Tasks ▾

E-Signature Documents ▾

Talent Assessments ▾

Integration Tasks ▾



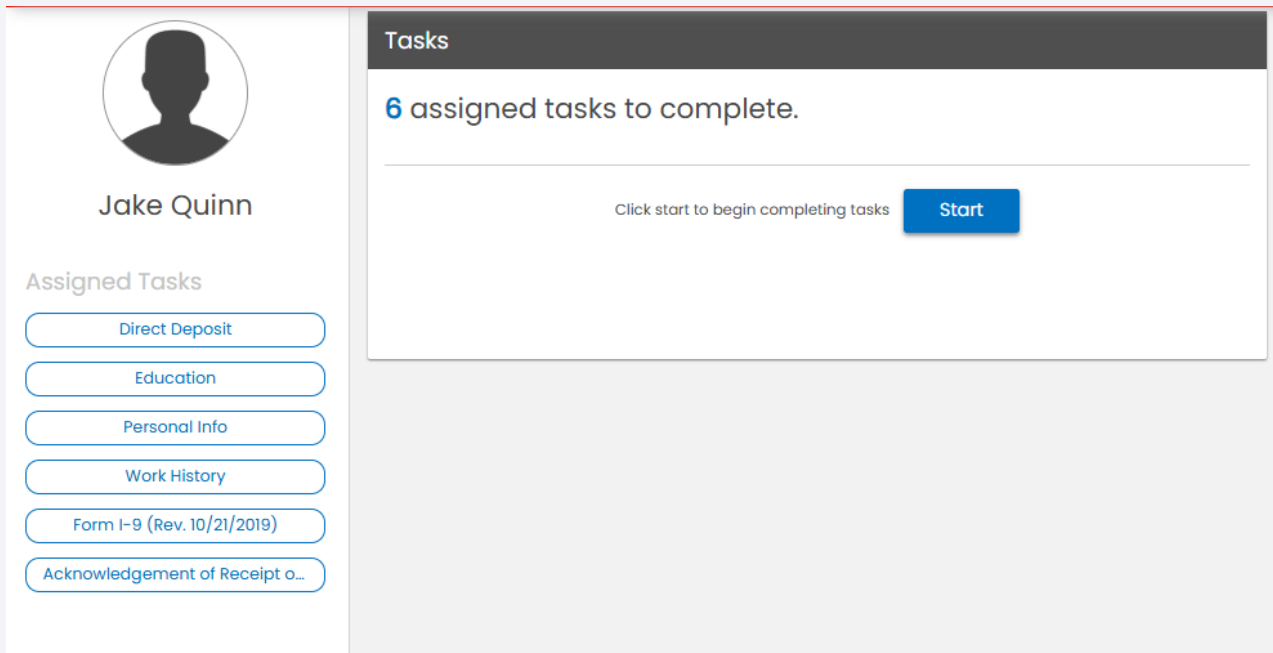
Onboarding Tasks

Status	Onboarding Task	Packet Name	Sender	Sent	Completed	Employer
<input type="checkbox"/> Sent	Direct Deposit	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing
<input type="checkbox"/> Sent	Education	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing
<input type="checkbox"/> Sent	Personal Info	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing
<input type="checkbox"/> Sent	Work History	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing
<input type="checkbox"/> Sent	Form I-9 (Rev. 10/21/2019)	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing
<input type="checkbox"/> Sent	Acknowledgement of Receipt of Employee Handbook with Link	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing

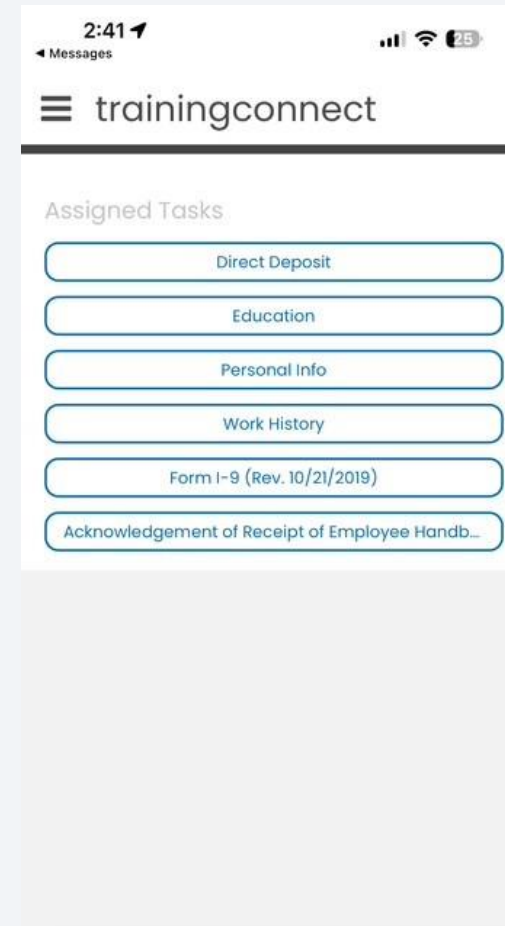
[Delete Tasks](#) [Sync Adobe Tasks](#)

Paperless Solutions for Onboarding

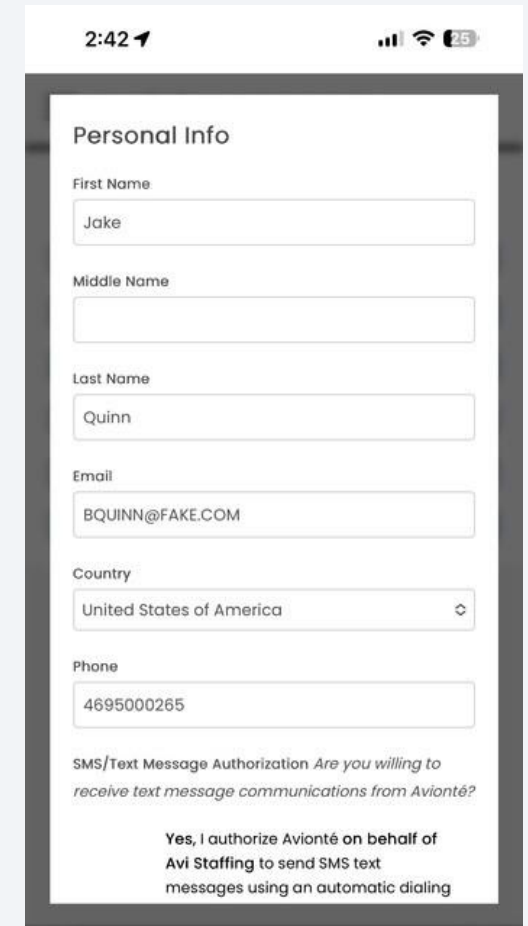
Collect electronic signatures and document uploads with speed and efficiency



The desktop interface shows a user profile for Jake Quinn with a silhouette icon. Below the name, there is a list of six assigned tasks: Direct Deposit, Education, Personal Info, Work History, Form I-9 (Rev. 10/21/2019), and Acknowledgement of Receipt of Employee Handb... To the right, a 'Tasks' section displays '6 assigned tasks to complete.' and a 'Start' button with the text 'Click start to begin completing tasks'.



The mobile interface shows the 'trainingconnect' app. At the top, the time is 2:41. Below the app name, there is a list of assigned tasks: Direct Deposit, Education, Personal Info, Work History, Form I-9 (Rev. 10/21/2019), and Acknowledgement of Receipt of Employee Handb... The interface is clean and uses a blue and white color scheme.



The mobile interface shows the 'Personal Info' form. At the top, the time is 2:42. The form includes fields for First Name (Jake), Middle Name, Last Name (Quinn), Email (BQUINN@FAKE.COM), and Country (United States of America). Below the form, there is a section for SMS/Text Message Authorization with the text: 'SMS/Text Message Authorization Are you willing to receive text message communications from Avionté?' and a confirmation statement: 'Yes, I authorize Avionté on behalf of Avi Staffing to send SMS text messages using an automatic dialing'.

Paperless Solutions for Onboarding

Monitor task completion status and stay updated every step of the way!

Complete	Sent	Action Required	Rejected
4	2	0	0

Onboarding Tasks

<input type="checkbox"/> Status	Onboarding Task	Packet Name	Sender	Sent	Completed	Employer
<input checked="" type="checkbox"/> Complete	Direct Deposit	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25	05/19/25	Avi Staffing
<input checked="" type="checkbox"/> Complete	Education	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25	05/19/25	Avi Staffing
<input checked="" type="checkbox"/> Complete	Personal Info	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25	05/19/25	Avi Staffing
<input checked="" type="checkbox"/> Complete	Work History	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25	05/19/25	Avi Staffing
<input type="checkbox"/> Sent	Form I-9 (Rev. 10/21/2019)	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing
<input type="checkbox"/> Sent	Acknowledgement of Receipt of Employee Handbook with Link	Light Industrial Packet - New Hire	Jennifer Moore	05/19/25		Avi Staffing

[Delete Tasks](#) [Sync Adobe Tasks](#)

Streamlined Status Tracking

Monitor your paperless placements and always ensure complete visibility!



Dashboard Widgets

Individual displays of data on your dashboard that help you:

- stay organized
- provide insights into metrics you need



Analyze Reports

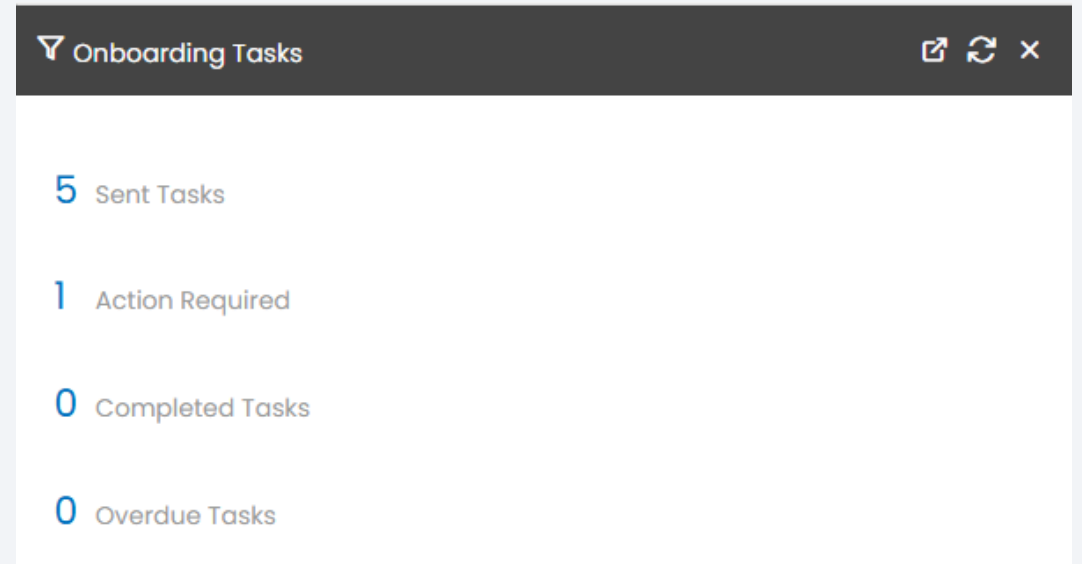
Reports available to assist in tracking status of pending/completed tasks and placement status.

Dashboard Widget



Onboarding Tasks Widget

Displays a counter of onboarding tasks which shows the number of tasks/packets that are in Sent, Action Required, or Completed statuses.



Analyze Reports



Onboarding Compliance Report

Provides an overview of talent pending/completed onboarding tasks and placement status



Adobe Reports

- Adobe Sign Document Audit
- Talent Adobe E-Signature Document
- Talent Adobe E-Signature Document Missing

Additional Resources

Avi the Owl

- Knowledge Base articles



Implementation Assistance

- Account Manager
- Project Manager
- Training Department

Avionté Support



Questions

Rate the session



Leave further feedback...

SEND

Cancel

Thank You

Help shape future **CONNECT** content by rating this session.

1. Open the Bizzabo app and select Agenda
2. Locate **Paperless Placement: Streamline Front-Office Management and Onboarding**
3. Rate and leave feedback

DesignLab

Step into the future of staffing technology. Preview upcoming innovations, share your feedback, and help shape what comes next.

The screenshot displays the AVIONTE Back Office interface. The top navigation bar includes the AVIONTE logo, a search bar, and various menu items: myDashboard, Jobs, Talent, Timesheet, Companies, Documents, Back Office (highlighted), Analyze, Sub Vendors, QuickPlace, and Automation. On the right side of the navigation bar are icons for search, notifications, chat, settings, and a user profile.

The main content area is titled "Payment Batch ID: 10513". Below the title are several action buttons: "Select Transactions", "Process", "Print Checks", "Post", "Discard Batch", "View Paychecks", and "Email Paychecks".

The "Payment Batch Summary" section provides the following details:

Check Count	0	Transaction Count	5
Batch ID	10513	Description	
Status	Processed	Check Date	08/08/25
Batch Type	Check Run	Created By	avi.next1
Accounting Period Date	08/03/25	Bank ID	1
Bank Name	Bank of Avionte	Bank Description	Bank of Avionte
ACH Generated Date		Generate Original Pay Units	No

The "Transactions" section contains a table with the following data:

Talent Name	SSN	Company Name ↓	Department Name	Total Pay	Total Bill
Ethan Campbell	XXX-XX-XXXX	Williamson & Harris Co.	Corporate	\$1000.00	\$1250.00
Orlando Diggs	XXX-XX-XXXX	Pinnacle Solutions	Accounting	\$600.00	\$750.00
Demi Wilkinson	XXX-XX-XXXX	FedExpress	Corporate	\$640.00	\$800.00
Kate Morrison	XXX-XX-XXXX	Coca Cola	Corporate	\$800.00	\$1000.00

The left sidebar contains a search bar and a list of menu items: Time Entry, Payroll, Search (highlighted), Transactions, Checks, Billing, Invoice, Paycheck, Accounts Receivable, Weekly Process, Import / Export, Unemployment Claims, and WC Claims.