HR OPERATIONS • DIGITAL ONBOARDING • AADHAAR E-SIGN • Employee file management system

EMPLOYEE ONBOARDING

DIGITAL HIRING WORKFLOW CASE STUDY

How Kleeto connects candidate creation, document collection, statutory forms, HR review, appointment letters, Aadhaar eSign and DMS archival in one controlled onboarding journey.

THE BUSINESS NEED

Employee onboarding often moves across recruiters, candidates and HR Operations. Kleeto brings those steps into one digital workflow so documents, statutory forms, approvals, appointment letters and signed employee records stay connected from candidate creation to final archival.

01

Candidate Workspace

Create the candidate and provide a digital space to upload onboarding documents and complete required forms.

02

Statutory Forms

Capture mandatory employee information and compliance forms within the onboarding workflow.

03

Aadhaar eSign

Route appointment letters and required forms to the candidate for Aadhaar-based digital signing.

04

Employee Digital Record

Move approved and signed documents into Kleeto's system so the employee file is centralized and audit-ready.

THE ONBOARDING CHALLENGE

Why hiring workflows become difficult to control

The challenge is rarely a single form. It is the handoff between recruiter, candidate and HR Operations: collecting the right documents, checking completeness, managing access, issuing appointment documents, tracking status and keeping a final record ready for compliance review.

DOCUMENTS

Scattered candidate submissions

Documents arriving through email, shared folders or offline channels make completeness checks slower and harder to standardize.

PROCESS

Inconsistent onboarding steps

Different hiring types, departments or locations can result in different forms, approvals and employee experiences.

ACCESS

Too much or outdated access

Candidate and recruiter access needs to follow role allocation and change when a candidate is not proceeding with hiring.

COMPLIANCE

Audit evidence is assembled later

Statutory forms, acknowledgements and signed records need to remain complete and retrievable after onboarding is finished.

BEFORE VS. WITH KLEETO

TRADITIONAL / FRAGMENTED	WITH KLEETO
Email / folder-based document collection	Candidate portal for documents and statutory forms
Manual status tracking	Alerts, reports and onboarding dashboards
Separate appointment-letter process	Generate employee ID and appointment letter within the portal
Printing and wet signatures	Aadhaar-based digital signing
Final records stored separately	Approved records routed into the employee’s digital file

THE KLEETO WORKFLOW

Five connected stages from candidate to employee file

Kleeto Onboarding creates a structured path for recruiters, candidates and HR Operations. The same record moves through collection, review, approval, signing and storage instead of being recreated at each handoff.

01

Create Candidate & Assign Access

Recruiters create the candidate in the onboarding suite. Role-based access is assigned so the candidate and authorized recruiters see only the workflow relevant to them.

02

Collect Documents & Statutory Forms

The candidate uploads onboarding documents and completes required statutory forms based on the organization's compliance requirements.

03

Recruiter / HR Ops Review

Submitted documents and forms move to the recruiter and HR Operations teams for review, validation, approval and completion tracking.

04

Generate Employee ID & Appointment Letter

Once the onboarding record is approved, HR can generate the employee ID and appointment letter within the portal as part of the hiring workflow.

05

Aadhaar eSign & DMS Archival

Appointment letters and forms are routed to the candidate for Aadhaar-based digital signing. Final signed records are then submitted to HR and stored in Kleeto DMS as the complete employee record.

CONTROL AND VISIBILITY

ROLE-BASED ACCESS	REAL-TIME STATUS	AUTOMATED ALERTS	AADHAAR ESIGN	DMS ARCHIVAL

BUSINESS IMPACT

What changes for recruiters, HR Operations and new hires

The value of a digital onboarding platform is measured across HR productivity, compliance control and employee experience. Kleeto Onboarding is designed to reduce administrative effort while keeping the hiring record consistent, traceable and scalable.

BENEFIT 01

Less Manual Work

Automate document collection, forms, approvals and repetitive follow-up so HR teams spend less time on administration.

BENEFIT 02

Improved Data Integrity

Keep employee data and documents in a single controlled record, reducing duplicated entry and document inventory gaps.

BENEFIT 03

Uniform Employee Experience

Apply a clear onboarding process across hiring type, role, department and geographic location.

BENEFIT 04

Faster HR Response

Digital handoffs between recruiter, candidate and HR Operations help move reviews and approvals through the hiring lifecycle faster.

BENEFIT 05

Compliance + Reporting

Maintain statutory forms and mandatory documents while giving HR visibility into candidate status, pending tasks and completed actions.

BENEFIT 06

Scalable HR Operations

Use one repeatable digital workflow as hiring volumes grow without proportionally increasing routine administrative work.

KEY TAKEAWAY

With Kleeto, Employee onboarding becomes one connected document lifecycle: create the candidate, collect and validate documents, complete statutory forms, issue appointment documents, eSign securely and archive the final record in DMS.

From candidate creation to a complete employee file - without losing control between steps.

Kleeto | Making Documents Intelligent

Explore Kleeto Employee Onboarding, Digital Signature and DMS capabilities at

www.kleeto.in

REQUEST A DEMO

This solution case study is based on the onboarding workflow and benefits provided for Kleeto Employee Onboarding.