



Date: June 17, 2015
To: Patrick H. West, City Manager *T.M. Mills*
From: Deborah R. Mills, Director of Human Resources
For: Mayor and Members of the City Council
Subject: **NEW EMPLOYEE ONBOARDING SYSTEM**

The Department of Human Resources recognizes the importance and need to support and integrate new employees into the City of Long Beach, and its culture, by providing the tools and information necessary to be a successful employee. Employee onboarding is an essential part of an effective talent management strategy, which is why we are pleased to announce that the City launched a new automated onboarding system on May 1, 2015.

Onboarding System Provider

After reviewing various options for onboarding solutions, Human Resources selected TalentWise as the City's new onboarding system provider. TalentWise, is a technology forward company that has completely transformed one of the most critical tasks that every agency depends upon for success, which is the hiring and retention of new employees. TalentWise currently provides onboarding services to over 4,800 customers, with only 6% being government agencies. The new online onboarding system provides a systematic and comprehensive approach to orient new City employees, and provide the tools and information required to be successful and productive.

Onboarding System highlights include:

- A welcome video to new employees from Mayor Robert Garcia.
- A personalized welcome letter from City Manager Pat West.
- A video feature of Long Beach with information about City governance, elected officials, departments and key commissions throughout the City.
- Automated workflow of onboarding tasks and paperwork with guided, step-by-step instructions.
- Easy-to-use online collection of essential new employee information and all forms are pre-filled to reduce errors; employees never fill out the same information twice.
- Best-in-class electronic offer letter, including e-signature to standardize and streamline the acceptance process.
- Automated employment eligibility verification through the Department of Homeland Security's E-Verify system (implementation soon to come).
- Ability to electronically track and manage the onboarding process, including scheduling pre-employment physicals, transmit new hire forms such as Form I-9, W-4, state tax withholding, City policies, and more.

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We are proud to share this accomplishment that has dramatically simplified the City's hiring process, and is a positive step toward the advancement of technology and innovation in the City of Long Beach.

Should you have any questions or would like additional information, please feel free to contact Cynthia Stafford, Manager of Personnel Operations, at extension 8-5045.

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