Groundswell Employee Lifecycle Management (ELM)

Human resource management is fundamental to the success of any organization. However, managing a workforce in an increasingly virtual work environment is a challenge. Often, an organization employs static, narrow solutions or ad hoc, manual processes to address specific HR activities, such as onboarding or offboarding, with little collaboration between departments (e.g., Security, IT, Talent and Recruiting, HR). An HR Specialist may have to communicate separately via email with an employee and the IT team multiple times to track whether new equipment has been received before a determined start date. This inefficiency leads to wasted time, resources, and effort.

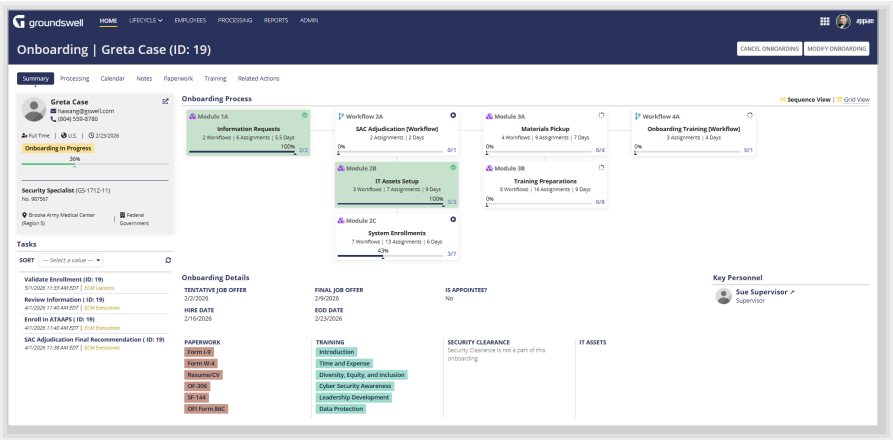
Existing onboarding and offboarding solutions cannot provide the visibility needed to initiate, track, and manage employee processes throughout the employee lifecycle. They also do not provide adaptability for changing work environments and workforce needs. Without a solution that encompasses the entire employee lifecycle from hiring to separation in a single application, an organization is forced to manage its workforce with numerous disconnected workflows in siloed environments, leading to:

- Reduced visibility into onboarding candidates, existing employees, and their associated processes.
- Lack of flexibility in crafting an employee lifecycle process fitted to a particular candidate's or position's needs.
- Increased technical burden on stakeholders as they work across multiple, unintegrated solutions.

The Groundswell Employee Lifecycle Management (ELM) solution presents a streamlined and dynamic framework to effectively manage all stages of an employee's tenure while providing granular transparency and valuable insights across HR processes. The Groundswell ELM solution provides:

- **Modular flexibility:** Create custom, unique workflows based on the needs of the candidate, employee, or department.
- **Visibility:** See specifically where a candidate is in the employee onboarding process. View which tasks have been completed, are in progress, or are still to come.
- **Metrics:** Track data specific to employee processes and aggregate data for all employee processes.
- **Dynamic UI/UX:** View information in dynamic components using forms, dashboards, and reporting to handle modular workflows.

Manage unique workflows with increased visibility, accelerate employee processes, and improve candidate and employee experience with the Groundswell Employee Lifecycle Management solution.



Main Features

- Dynamic workflows with complete modular customization allow candidates to be onboarded and offboarded using unique processes aligned to the candidate's position and customized to meet organization-specific requirements.
- A 360-degree view of an employee throughout the employee lifecycle, from hiring to separation or retirement, in a single interface with role-based access and visibility for different user groups (e.g., HR Specialists, IT Officers, Security Officers, etc.).
- Interactive employee portal that provides real-time insight into active employee processes, improving compliance and reducing ad hoc requests from employees to teams managing HR activities.
- Streamlined, role-specific dashboards that track HR activities specific to each role, help identify bottlenecks, and improve employee experience.
- Transparency into onboarding process details for HR and candidates with appropriate security applied, including the ability to track completed and upcoming activities, add and view documents, and provide additional details with notes throughout the lifecycle.
- Flexible business rules and logic to flag employee readiness for onboarding and offboarding workflows (e.g., "Day 1 Ready") based on module progress and milestones.
- Task-based workflows with notifications and escalations to appropriate users that promote efficiency, visibility, and detailed reporting.
- Search and filter capabilities to quickly identify relevant employee processes or employees, with the ability to star specific employees to appear on an HR user's homepage.

For more information contact: **solutions@groundswellcg.com**.

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Groundswell, previously CollabraLink Technologies, Inc., is a premier technology consulting firm resolutely committed to solving the most complex challenges facing federal agencies today. Specializing in enterprise-scale digital transformation solutions, we leverage our wealth of technology, capabilities, and expertise to help the Government further its objectives and redefine what citizens can expect from digital Government services. For more information, please visit **www.gswell.com**.

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