KONICA MINOLTA

IMPROVE YOUR HUMAN RESOURCE PROCESSES

RETHINK AUTOMATION

Giving Shape to Ideas

Your current challenges in numbers

93%

OF HR DECISION-MAKERS CONSIDER IT A PRIORITY TO IMPROVE THE QUALITY OF HR DATA BY TACKLING DUPLICATE, OBSOLETE, ERRONEOUS OR INCONSISTENT DATA [1]

"GUARANTEED COMPLIANT!"

MORE than 90%

OF HR DECISION-MAKERS THINK IT IS A PRIORITY TO ENSURE THE INTEGRITY OF MANAGED DATA AND TO COMPLY WITH REGULATIONS AND THE GDPR [1]

15%

OF CONTRACTS MANAGED BY COMPANIES ARE LOST OR THE PERSON RESPONSIBLE FOR MANAGING THEM IS NOT CLEARLY IDENTIFIED [2]

73%

OF COMPANIES CANNOT AUTOMATICALLY CENTRALISE ALL MANAGED CONTRACTS [2]

85%

OF COMPANIES MANAGE CONTRACTS MANUALLY [2]

IMPROVE THE MANAGEMENT OF YOUR RESOURCES THROUGH DIGITALISATION

Human Resources departments are responsible for the company's employee management strategy. Between the recruitment of new employees, processes to motivate and retain existing employees and the management of their skill development, they have a significant challenge. These teams are confronted with a large flow of information on a daily basis, and want to optimise how this information is managed in order to save time in carrying out their administrative tasks.

With the emergence of new technologies and new work patterns, employees expect Human Resources to simplify administrative management. To carry out their tasks and improve the employee experience, HR departments should focus on innovative digital solutions.

(1) Source: Markess 2019

(2) Source: Konica Minolta

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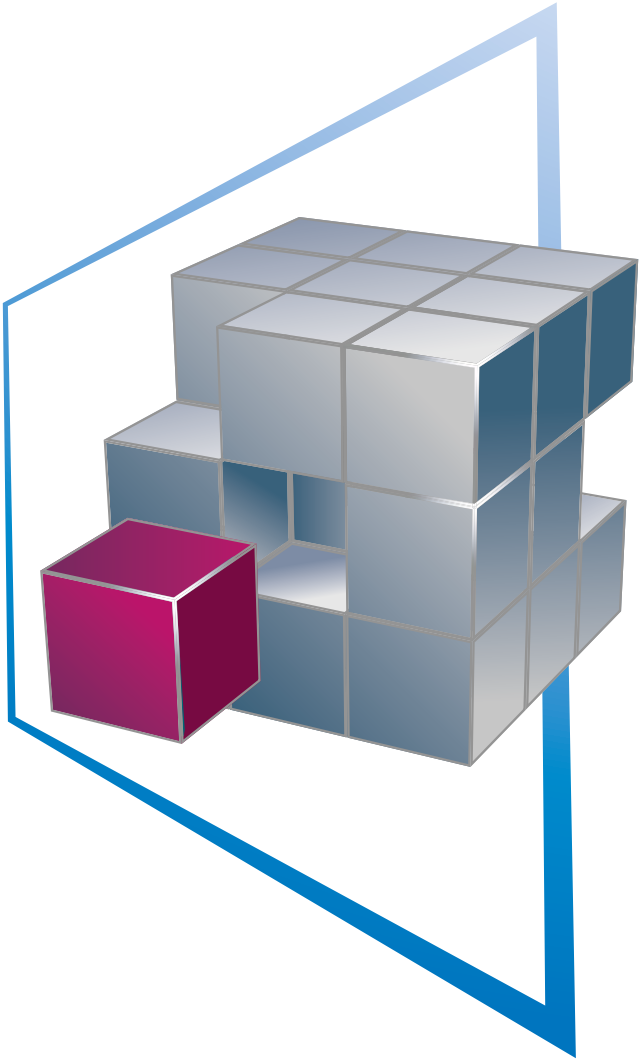


Challenge 1 – Anticipate in order to guide

ANALYSE THE SKILLS NEEDED IN THE COMPANY

Before recruitment can begin, Human Resources must analyse the skills needed

To collect this information from the various teams and determine the actions to be taken, you can create forms to be distributed to the managers of your departments in order to determine the profile of the desired candidate.

To simplify the management of these forms, there are various measures to follow:

HIGHLIGHTS

Save the forms in a secure database that can be accessed from anywhere

- Automatic storage of documents in a content management platform according to the filing rules you set or according to the content of the form.

Avoid the manual management of paper or digital forms

- Management of scanned or digital forms: automatic renaming of documents through character recognition

Analyse the skills needed in a company team more quickly

- Automatic assignment of a task to a person linked to a document

Simplify workforce planning for a job position

- Automatically send vacant time slots for a temporary position

Challenge 2 – Recruit new talent

GUIDING CANDIDATES AND RECEIVING APPLICATIONS

With the many recruitment platforms available on the market, job applications can come from many different sources.

To make it easier for you to answer candidates' questions and avoid wasting time downloading candidate applications from your email inbox, professional social networks or online recruitment sites, there are innovative solutions to automate these tasks.

Implementation of a Chatbot to automatically respond to candidates' questions on your career site using an RPA solution

Connection to different data sources and retrieval of your candidates' CVs and cover letters by software robots through an RPA solution

HIGHLIGHTS

- **Improve the experience of candidates during the recruitment process**
- **Avoid repetitive and time-consuming tasks**
- **Save time in the candidate selection process**

Automatic consolidation of information related to a candidate's file (documents, email exchanges, surveys, invitations)

Recording of application documents in a content management platform

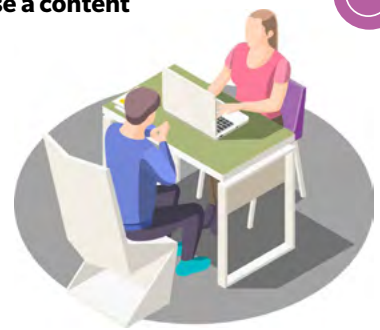
Extraction of profile data and classification of candidates by competence

VALIDATION OF SELECTED PROFILES

To facilitate your internal exchanges with department managers looking for new talent, you can use a content management solution.

Send notifications to department managers to validate a candidate's profile from the content management platform

Manager approval from the content management platform



Limit email exchanges with numerous attachments

Centralise all information in one tool

Speed up the validation process of applications

Challenge 3 – **Integrate** and **manage** employee records

MANAGEMENT OF VARIOUS EMPLOYEE FILES

From its creation to its submission, signature and filing, the employment contract generates significant administrative costs if its management is not optimised.

So you're wondering how to optimise its management?

Here are some ideas:

HIGHLIGHTS

Possibility of multiple users working on the same document by tracking the changes made and the version history.

Automatically send notifications about document expiry, approval workflows or the need to revise a document.

Automatic filing of contracts in a content management solution using character recognition.

Electronic signature of contracts by your candidates from any device in just a few clicks.

BENEFITS

Limit duplicate documents by working on the same document.

Get quick approval from key figures.

Improve efficiency in processing and filing employee contracts.

Save up to 2.20[1] hours in the process of signing contracts and achieve almost 50%[1] savings

(1) Source: DocuSign

Challenge 3 – **Integrate** and **manage** employee records

MANAGEMENT OF YOUR EMPLOYEES' PAY SLIPS

To further optimise your internal processes, you can automate the management and sending of payslips to your employees.

Retrieval of payslips stored in a content management platform.

Electronic distribution of payslips via a secure digital safe.

- **Optimise administrative costs and increase productivity.**
- **Improve the employee experience.**
- **Be eco-responsible by reducing paper use and sending digital documents.**

Update missing data in employee records regarding remuneration

EXPENSE REPORT MANAGEMENT

Between receiving invoices from employees, the approval of budgets by their managers and the reimbursements to be included in pay slips, managing expense reports can quickly become complicated for HR. It's possible to gain efficiency in this process with a turnkey digital solution.

Scanning of receipts by users directly from the management application.

- **Limit the risk of lost receipts.**
- **Simplify the management of expense reports for the employee.**

Create expense reports from within the solution and send notifications to approvers.

- **Reduce email exchanges to approve expense reports through automatic notifications.**

Link our expense report solution to your payroll system.

- **Simplify expense reimbursement**

Challenge 4 – **Evaluate** your employees

OPTIMISE YOUR PERSONNEL MANAGEMENT TIME

Another challenge for the Human Resources department is staff evaluation. This process is a source of benefits because it allows the professional development of employees to be monitored and the human resource management strategy to be adapted. However, this practice can quickly be perceived as a burden for teams due to the time needed to prepare and organise it.

Find out how digital solutions can help you better plan and manage time dedicated to managing your staff:

- **Save time in organising evaluations**

1 → **Extraction of the necessary skills** from job descriptions to create the evaluation criteria grids per employee

- **Analyse results more quickly and establish appropriate career plans**

2 → **Creation of a schedule** to carry out the interviews according to the availability of key figures

- **Meet legal obligations by informing employees on time about their evaluation**

3 → **Automatic sending of invites** to employees

- **Have the time to prepare personalised and thus more relevant interviews**

4 → **Automatic communication** to staff representatives to inform them of the evaluation process

- **Save time on writing reports following evaluations**

5 → **Character recognition for evaluation reports** and record filing

Challenge 5 – Training

TRAIN YOUR EMPLOYEES TO BETTER ENSURE THEIR DEVELOPMENT

Continuous training of employees is essential to ensure their proper development. It is also necessary to achieve maximum productivity in a team; without updating skills, the profile of employees may no longer correspond to the missions of a job position. Between discovering needs and planning, budgeting for and organising training courses, Human Resources have a huge amount of information to process.

Digitalisation can lighten the workload of your teams:

- **Simplify the implementation of the training schedule**
- **Budget for the training plan more quickly thanks to rapid feedback and analysis of needs**
- **Easily check whether employees have completed mandatory training**
- **Limit the sending of communications by email or post**
- **Increase productivity by reducing manual tasks**

HIGHLIGHTS

- Automatic retrieval of training needs discovered in annual interviews
- Automatic sending of training notifications to your employees from your content management platform or by email with an RPA solution
- Automatic reminders for employees who have not attended training
- Transfer of documents from your content management platform to a training partner outside your organisation
- Automatic update of the list of trainees following your skills analysis
- Automatic processing of satisfaction surveys for training courses completed

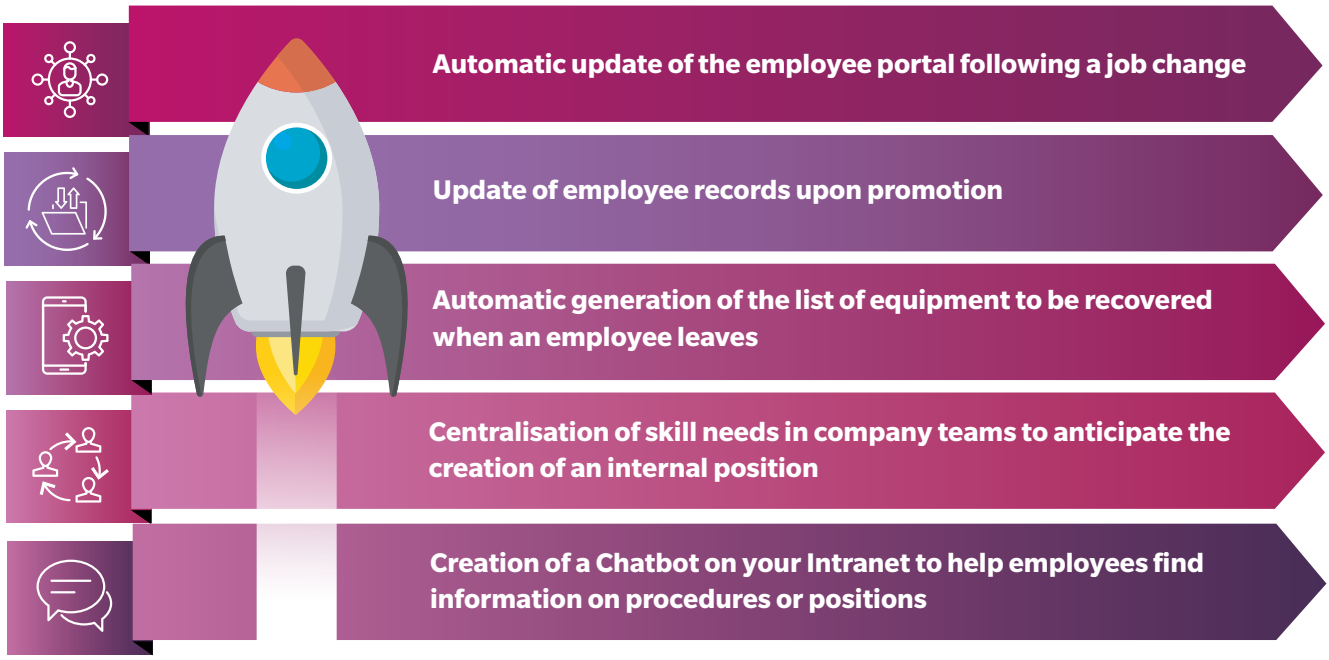
Challenge 6 – Support employees' careers

LISTEN TO, ANALYSE AND SUPPORT STAFF NEEDS

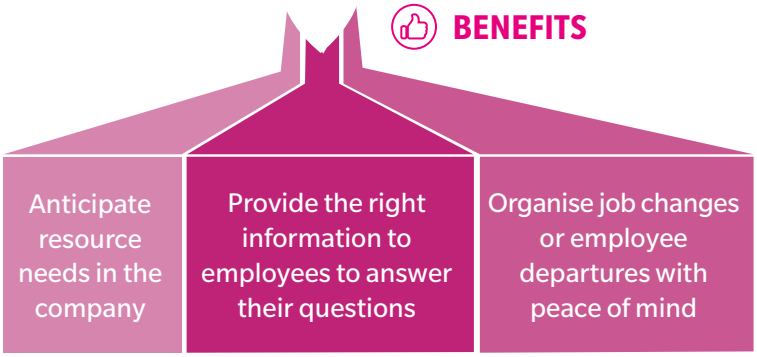
Employees need to be supported throughout their careers. Human Resources must know how to listen to them, analyse their mobility needs or their desire to change jobs, and try to take measures to meet these needs within the company's limits. Retirement is also a subject that raises many questions.

You can rely on the performance of digital solutions to monitor the progress of your employees

HIGHLIGHTS



BENEFITS



Challenge 7 – **Communicate** and **engage**

ATTRACT AND RETAIN TALENT IN YOUR COMPANY

Attracting and retaining talent in the company has become a real challenge. Today, Human Resources must, firstly, make candidates want to apply to their company and, secondly, guarantee the well-being of their employees, because their motivation depends on it.

Find out how to become a committed player in the well-being of your employees below:

- **Be in line with your employees' values**
- **Improve your environmental performance by offsetting your carbon footprint**
- **Improve the image of your employer brand to attract candidates and retain employees**
- **Facilitate communication between Human Resources and employees**

HIGHLIGHTS

- Automated sending of employee surveys to find out their status, expectations and needs
- Extraction of data from surveys to make them easier to analyse
- Participation in a wind farm creation project

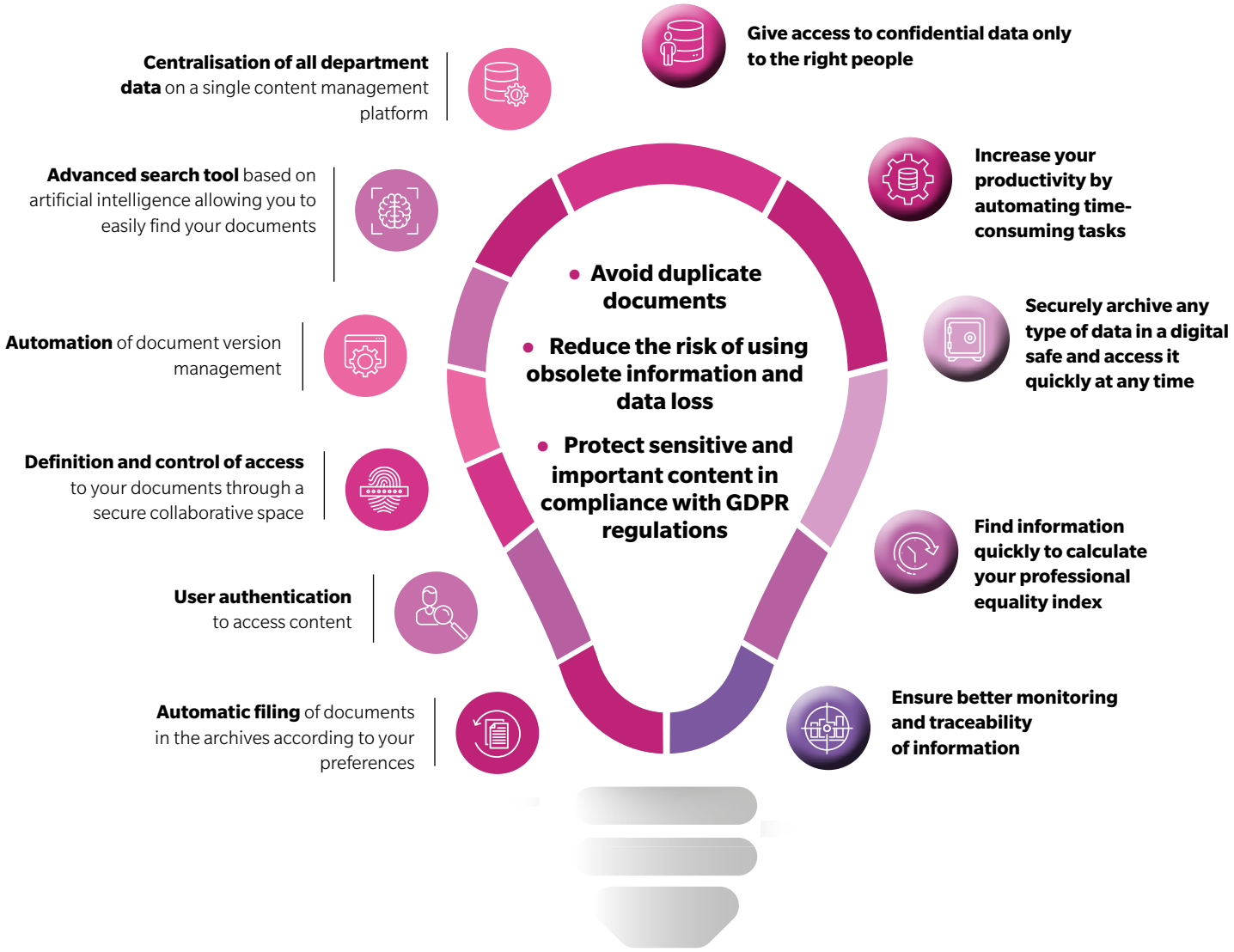
Challenge 8 – **Compliance with data** and **regulations**

ENSURE THE QUALITY OF HUMAN RESOURCE DATA AND COMPLIANCE WITH REGULATIONS

Data security is paramount for Human Resources teams who deal with personal and sensitive information every day. In addition to ensuring compliance with data protection regulations, Human Resources need reliable data to perform the relevant analyses and drive the company's human resource management strategy.

So you're wondering how to manage and secure your content?

Here's the answer:



Customer case study 1: "Medical group"

FIND OUT HOW KONICA MINOLTA HELPED A CUSTOMER IMPROVE ITS HUMAN RESOURCE PROCESSES...

Customer:
- **Large group** of private clinics and hospitals in France
- **1.6 million patients** seen and treated each year
- **More than 125 institutions and centres**

SUPPORT ITS CLIENT AND OFFER A DOCUMENT MANAGEMENT SOLUTION ADAPTED TO ITS STRUCTURE, TO MEET THE NEEDS OF ITS MORE THAN 200 DAILY USERS.

THE CHALLENGES

- Improve the experience of the company's 26,000 full-time employees.
- Improve the management of Human Resources documents and processes: work contracts, task sheets, CVs, diplomas, administrative sanctions, sick notes, CPAM documents, insurance, pay slips and salary changes.
- Reduce the risk of losing documents and using obsolete information.
- Simplify archive management and comply with data retention periods.

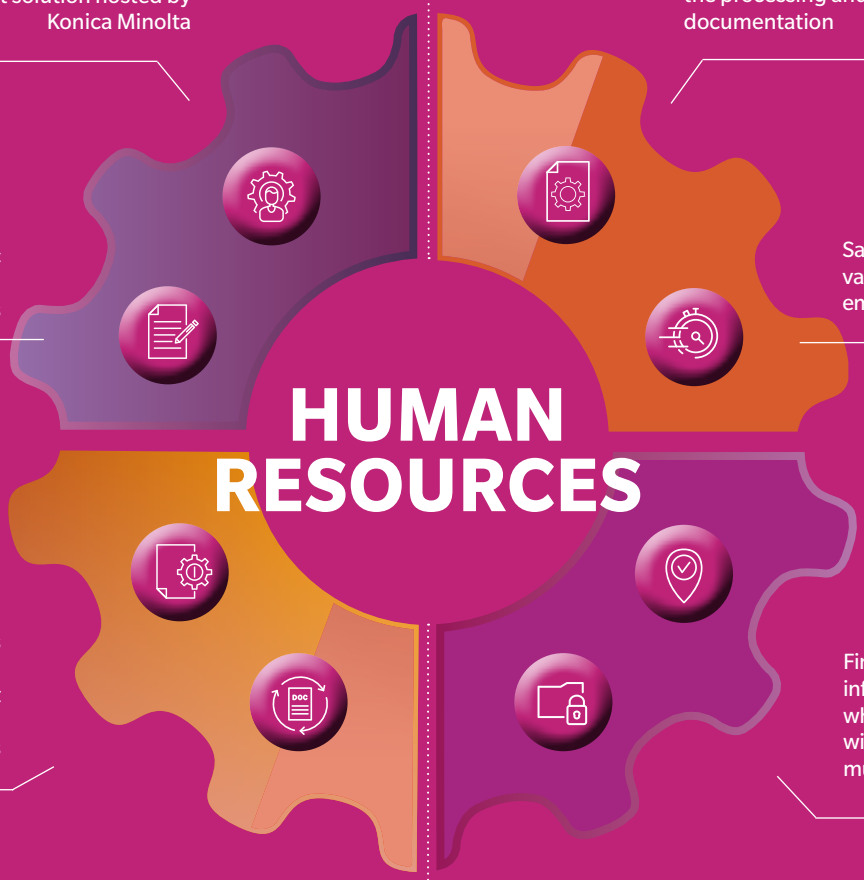
Customer case study 1: "Medical group" (continued from page 13)

FIND OUT HOW KONICA MINOLTA HELPED A CUSTOMER IMPROVE ITS HUMAN RESOURCE PROCESSES...

Project: Document management solutions for over 200 daily users

KONICA MINOLTA SOLUTIONS

BENEFITS



Intelligent information management solution hosted by Konica Minolta

Electronic signature solution for documents

Implementation of workflows for validating employment contracts and processing files

Legal and secure filing

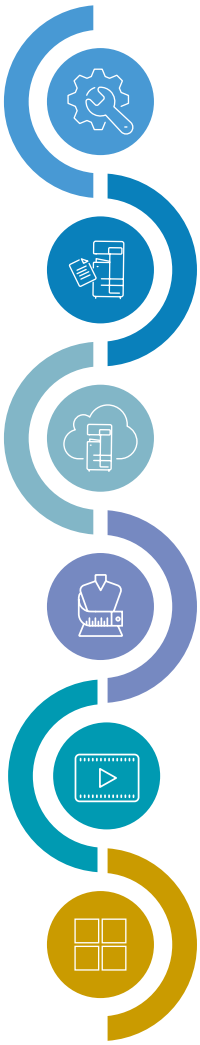
Simplify document management with user-friendly processes to automate the processing and referencing of documentation

Save time in validating and signing employment contracts

Find up-to-date information quickly wherever it is located without getting lost in multiple tree structures

Secure archived data, ensure easy access to it when needed and be notified of retention periods

6 GOOD REASONS TO CHOOSE KONICA MINOLTA TO DIGITALISE YOUR BUSINESS



Outstanding serviceability awarded by Keypoint Intelligence in 2020: Whether remotely or on-site, we're always there to help quickly in case of any issues

Print meets IT: Strong expertise in document and information management

Konica Minolta named as Leader by IDC in Print Transformation 2020 | KONICA MINOLTA

Thanks to our broad range of services we are able to tailor the best solution for your individual challenges

Lots of customers across Europe recommend Konica Minolta as a trusted partner. Watch the movie: Konica Minolta's Intelligent Connected Workplace: Customer Voices

Global Microsoft Gold Partner: We have received the highest possible recognition from Microsoft by jointly delivering solutions for the digital workplace

Gold
Microsoft Partner
Microsoft

KONICA MINOLTA

LEARN MORE ABOUT OUR INFORMATION MANAGEMENT SOLUTIONS:

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