



# HR

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**Example Workflow:  
Pre-hire to Onboarding**

workato

Flip over 

# 1. Pre-Hire

The screenshot shows a chat window with an HR bot. The bot's message reads: "Hi there, John Wick has applied for the role of QA Analyst. You have been scheduled for an interview with John, please indicate its status." Below the message are two buttons: "Completed" and "Cancelled". To the right is a form titled "Enter Interview & Feedback". It has a "Feedback" text area with a character count of 2/988 and a note "Provide additional information if needed." Below that is a "Hire?" section with a dropdown menu currently set to "Choose an option...". Underneath the dropdown are radio buttons for "Yes" and "No". At the bottom of the form are "Cancel" and "Submit" buttons.

# 2. Making An Offer

This section shows a chat window with two messages from the HR bot. The first message says: "John Wick has received final hire approval from Vivek S (CEO). Offer letter was generated by DocuSign on 5/22. Send offer?" Below this message is a "Send offer" button. The second message says: "John Wick has accepted the offer for the role of QA Analyst." Below this message are two buttons: "Add to payroll system" and "Kick-off onboarding". To the left of the chat is a dark interface showing a list of items with a red dot next to "# hire-john-wick". Below the chat are three integration icons: DocuSign, ADP, and a group of three icons (Okta, ServiceNow, Workday).

# 3. New Employee Onboarding

This section displays three logos for onboarding systems: Okta, ServiceNow, and Workday. Arrows from the "Add to payroll system" and "Kick-off onboarding" buttons in the previous section point to these logos.

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## OTHER POSSIBLE HR WORKFLOWS

### 1) Vacation Approvals

Approval flow for leave and vacation time

### 2) Employee Lookup

Allows managers to have finger-tip information of employees including birthday, status, etc.