# HR

## Example Workflow: Pre-hire to Onboarding

workato

*Flip over*

# 2. Making An Offer

## 1. Pre-Hire

## 3. New Employee Onboarding

**HR bot** APP 9:00 AM

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.

| Completed | Cancelled |

**Enter Interview & Feedback**

Feedback

2988

Provide additional information if needed.

Hire?

Choose an option...

Choose an option...
Yes
No

| Cancel | Submit |

# hire-john-wick

**DocuSign**
DOCUSIGN

**HR bot** APP 9:00 AM

**John Wick** has received final hire approval from Vivek S (CEO)

Offer letter was generated by DocuSign on 5/22. Send offer?

| Send offer |

**HR bot** APP 9:01 AM

**John Wick** has accepted the offer for the role of *QA Analyst*.

| Add to payroll system | Kick-off onboarding |

**ADP**
ADP

**okta**
OKTA

**now**
SERVICENOW

**workday**
WORKDAY

More @ workbot.com

## 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.