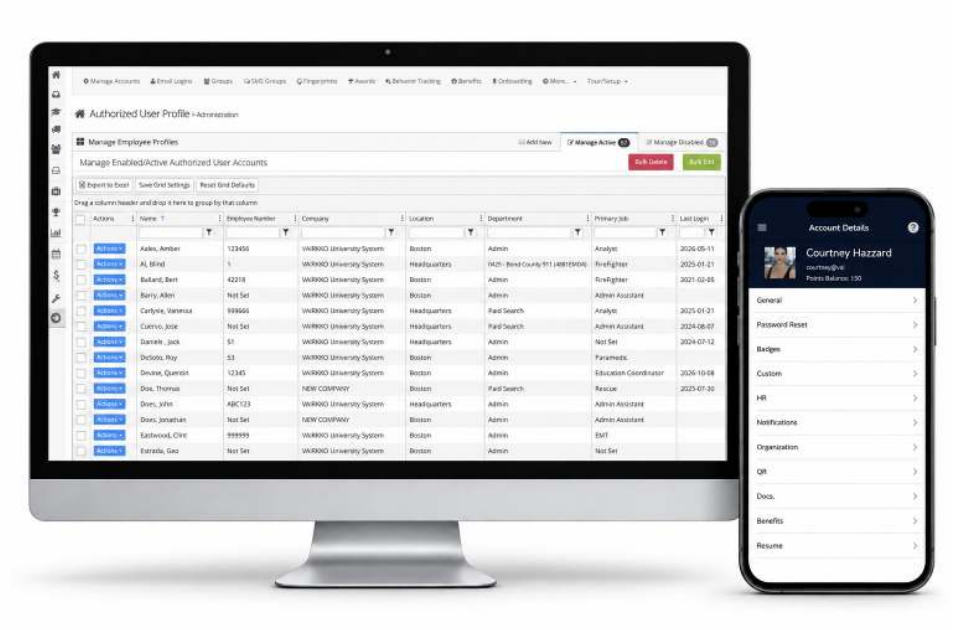
VAIRKKO SOLUTION OVERVIEW

Personnel Management

Keep employee records organized, simplify administration, and manage your workforce—all in one place.



Main capabilities

User Management	Create and manage user accounts • Keep records in one central user profile • Customize profiles with your own fields • Create active and static groups • Import user data in bulk
Onboarding	Organize onboarding requirements and track completion • Assign tasks to employees and administrators • Monitor employee retention and average onboarding duration
Applicant Tracking	Centralize applicant information • Track candidates through every stage of your hiring process • Keep your team organized from application to hire
eSignature	Send documents for electronic signature • Track signature completion • Keep employee sign-offs organized in one place

Representative workflow: how user management works

1. Admin	2. Admin	3. Admin
Create or import employees	Organize profiles, custom fields, and groups	Update records and run reports





Works with your other VAIRKKO modules

Education — Manage new-hire paperwork in Personnel and assign orientation courses in Education.

Learn more

Explore Personnel Management: https://vairkko.com/solutions/personnel
Book a demo: https://vairkko.com/book-a-demo

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