

Olivia is here to streamline your onboarding process. At a click of a button, Olivia can send your candidates a URL that will allow them to review documents, upload documents, answer questions, fill out tax forms, payroll information and more.

Hi Brooke! We're excited to move you forward in our process. Please complete your onboarding for Stylist at <https://oli.vi/AOI0fD>.



Delivered

## Is setting up onboarding in Paradox required?

No, it is not required.

## When will Olivia send onboarding?

If your users **are** sending offers in Paradox, then Olivia will send the onboarding URL after the candidate accepts an offer. View the candidate experience in real-time here.

If your users **are not** sending offers in Paradox, then a user can select 'send onboarding' from the status dropdown and Olivia will do the rest!

Hi Brooke! We're excited to move you forward in our process. Please respond to your offer for Stylist at <https://olivia.paradox.ai/Sp0SXw>

Hi Brooke! We're excited to move you forward in our process. Please complete your onboarding for Stylist at <https://olivia.paradox.ai/4zcpkM>

Interview Complete ▾

< Back

Second Interview >

Offer >

Onboarding ▾

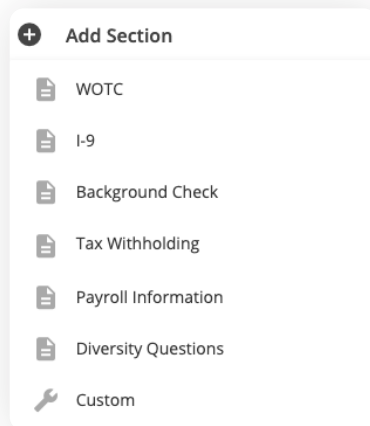
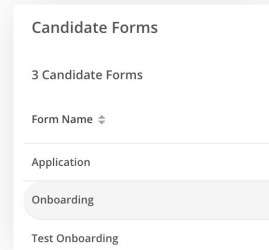
Send Onboarding

Onboarding In-Progress

Onboarding Complete

## How do I set up Onboarding?

1. All Apps > Settings > Forms > Click on the existing 'Onboarding' form
2. Click "Add Section" and read below:



**Gryphon & I - 9:** There are additional costs to the franchise to utilize I-9 and/or WOTC and the franchise owner must contract [regis@paradox.ai](mailto:regis@paradox.ai) to get this setup.

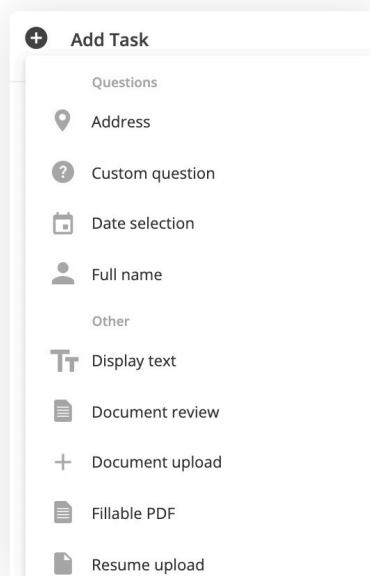
**Tax Withholding:** To utilize our W4 forms, first enter your tax information under Settings > Employer Tax Information. Then reach out to your support email with your franchise owners name and requesting to utilize our W4 integration (no additional cost).

**Payroll Information:** Fields to collect payroll information. This information will not go into a payroll system without an integration; however, it can be downloaded and accessed by users to enter into payroll system.

**Diversity Information:** Fields to collect diversity information

**Custom:** Allow you to build out forms or upload forms

If "custom" is selected" you'll be taken to a page to add additional tasks.



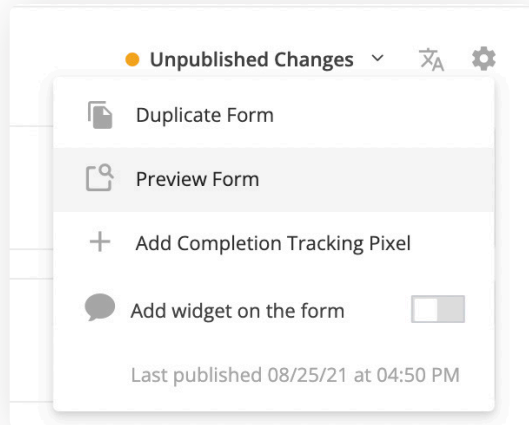
**Document review:** allows you to upload a document that a candidate can review and digitally consent too (ie an employee handbook)

**Document upload:** allows a candidate to upload a document (ie a copy of their license)

**Fillable PDF:** allow you to upload a form that a candidate has to complete. In order for the candidate to be able to complete the form, you need to create your form as a fillable PDF and then upload the document.

### 3. Test it out!

Go to Forms > Onboarding and locate the settings gear.  
Select "Preview Form".



### 4. Make it live!

Go to Forms > Onboarding and click "Unpublished Changes".  
Then click "Publish".

