# Uploading Onboarding and Application Forms

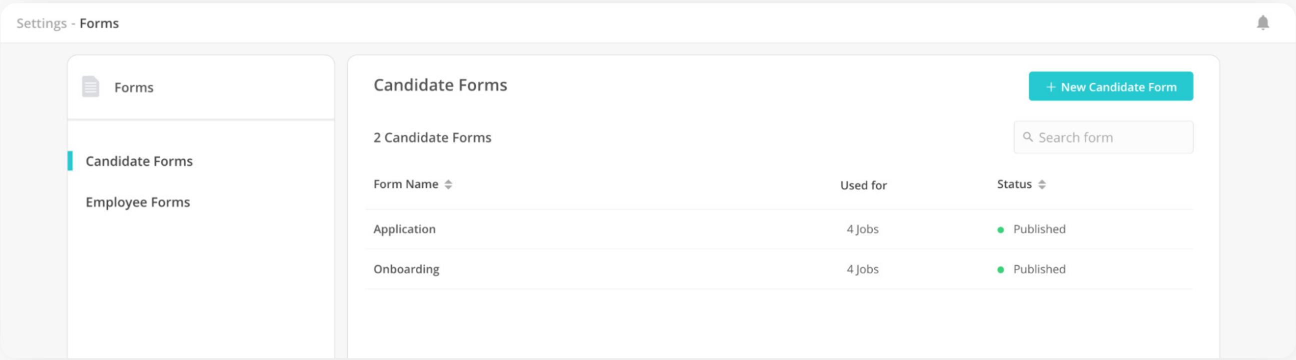
PARADOX

### What are forms used for?

- Company Admins can use Forms to build digital copies of their applications and onboarding documents. These forms will be sent to candidates to fill out and all the information will be stored electronically.
- Default forms will be built by Paradox, but Company Admins will be able to edit the default forms, add sections, and preview the candidate experience.

### Accessing Forms

- To access forms Admins will go to All Apps > Settings > Forms and they will see the default forms for  Application and Onboarding

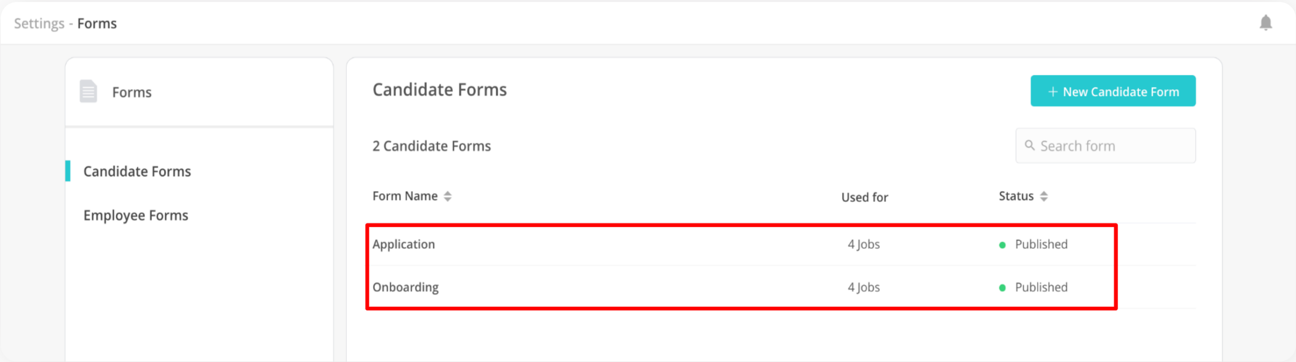



### Editing Forms

- To edit forms click anywhere on the form box, from there you can click in to any of the sections to edit them or click "Add Section" to add an additional section
- Preset Sections:
  - **I-9 Integration:** The integration is with Gryphon for these services. There  are additional costs to the franchise to utilize I-9 and the franchise owner must contract regis@paradox.ai to get this setup.
  - **Background check:** Would require an integration. Email the support email with your provider and we can add it to our integration queue for phase 2 of the Paradox implementation.
  - **Tax Withholding/W4:** To utilize our W4 forms
    - Enter your tax information under Settings > Employer Tax Information
    - Reach out to your support email with your franchise owners name and requesting to utilize our W4
  - **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 their payroll system.

# Uploading Onboarding and Application Forms

- Custom Sections:
- When creating forms the Admin will start by clicking "Add Task" and naming the task. From there there's several options to choose from including basics like Address, Date and Full Name as well as options to build custom questions, add documents to review, request documents such as a resume from the client and add a fillable PDF.
  - **Custom Questions:** Custom Questions allow the Admin to ask a question and customize a type of response, there's options for free response as well as guided response such as multi choice, checkbox, drop down.
  - **Document Review:** Document Review allows an Admin to upload documents for the Candidate to review, from there they can also Digitally Consent to the document which can legally act as a signature. The system will timestamp when the Candidate viewed the document as well as digitally consented.
  - **Document/Resume Upload:** This allows the Admin to request documents from the Candidate and allows the Candidate to upload documents, Admins can request files such as a picture of their cosmetology license, there's also an option labeled resume upload where they can upload a copy of their resume to have on file.
  - **Display Text:** Display text allows an Admin to add a text field, this could be helpful if there's a disclaimer or message that the Admin wants to provide but doesn't need any formal acknowledgement or digital consent.
- Editing Forms:
  - Click into application or onboarding to edit.
  - DO NOT add a new form. These forms are already set up with proper logic.




## Previewing Forms

- To preview a form navigate to the Forms Section by going to All Apps > Settings > Forms then click the three dots next to the form and choose "Preview Form"
  - *Note: this can also be found in the form itself by clicking the gear in the top right corner*
- This allows the Admin to view the form as if they were a Candidate to ensure that everything is working correctly and the necessary information is captured.

**Publishing Forms**

- Once a form is ready to be sent to candidates, all an Admin has to do is publish the form
- Go to All Apps > Settings > Forms, note the status of the form as Published or if there's Unpublished Changes. Click into the form and click the Publish button in the top right hand corner of the page and your changes will be implemented when sending the form to Candidates.