

Process Automation for Offer Letters

Create and automate documents to streamline your candidates' offer letter.

The Challenge

The best candidates for a job are often given an opportunity to choose between companies, which means time is critical to place top talent. If their first interaction after the interview is the offer letter process, you want to be sure to make a good first impression. Today's top talent expects ease-of-use, mobile flexibility, and promptness. Does your first impression say: "It's easy to work with us." Put your candidates on track to sign faster and share more information with you before they even start their new job.

The Solution

OnTask allows you to speed up the time to hire with customized offer letters highlighting benefits and policies. With customized templates, you are able to tweak content for specific candidates during negotiation with ease. This productivity tool reduces risk by eliminating errors and saves time by reducing manual collaboration. Offer letter automation enables companies to create custom templates, customize the offer, and route to the candidate for digital signature, all while tracking the offer's progress. Keep your internal team in the loop with updates and insights into the status. Spend more time growing your business and less time on redundant and manual tasks.

“ OnTask helped us streamline our process, create more forms, and execute on digital signatures. We look more professional now because of OnTask. ”

- Monica Zayas, Chief
Operating Officer, Formula 55

Key Features



Accelerated Offer Acceptance

Automatically generate, edit, and send offers to speed up the time to hire.



Digital Signatures

Get offer letters signed and returned faster from any device.



Process Builder

Easily map, replicate, and update your candidate onboarding process with an intuitive, no-code workflow tool.



Auto-Merge

Populate offer letters with ease from data in web forms and other systems or databases.



Insights

Keep team members proactively informed and on track throughout the contracting and candidate hire process.

**Big Business
Aesthetic.**

**Small Business
Mindset.**

Discover a more professional look & feel for your processes...without the corporate price tag.

**Automation Made
Simple**

Streamline the offer letter process and enable staff to streamline new employee onboarding, while focusing on the company's business goals.

Schedule a demo:
ontask.io/#request-demo