

# NEOED

RECRUIT

DEVELOP

MANAGE

COMPLY

*The NEOED platform combines 3 modules – Recruit, Develop, and Manage – to automate and support the entire employee lifecycle.*

## THE COMPLY MODULE

integrates your policy processes in an easy-to-use platform, creating a single source of truth for all your compliance needs. Alongside our Policy and eForms products, you can manage, update, distribute, and track important documents.

## ADMINISTER: POLICY

Take control of your organization's policies, standards, and procedures with a central repository that manages, tracks, and automates the management of every living document supporting your workforce.

- Organize scattered policies into a central repository, knowing that only one version of every document exists
- Easily search for and access the latest, mission-critical information from any device
- Promote accountability by tracking staff signatures, building custom tests, and storing document history
- Effectively collaborate with key stakeholders on policy updates and approvals via automated workflows



## STORE: EFORMS

Store and centralize personnel files that span an employee's entire work history in a secure document repository with configurable access permissions

- Easily create electronic forms or convert existing ones that can be completed, submitted, and processed online with electronic signatures
- Build routing and approval workflows with automated reminders and overdue notifications
- Access the global form bank, a shared library to leverage other organizations' forms



Update, distribute, and track your policies **4x faster**

*"All the required standards necessary to maintain accreditation are at your fingertips. **No more maintaining volumes of paper documents searching for specific standards.**"*

*Tony Kiklinkski  
US Mint Police*

## MEET NICOLE

Here's how Comply supports Nicole at her organization.



Nicole removes paper-based processes from HR's ongoing management of policies and employee documents.

She discovers that storing documents in a central cloud repository simplifies previously difficult tasks.

Version control is much easier. She no longer worries about employees referencing outdated policies.

When a policy needs updating, Nicole creates an approval workflow with key stakeholders to get it done.

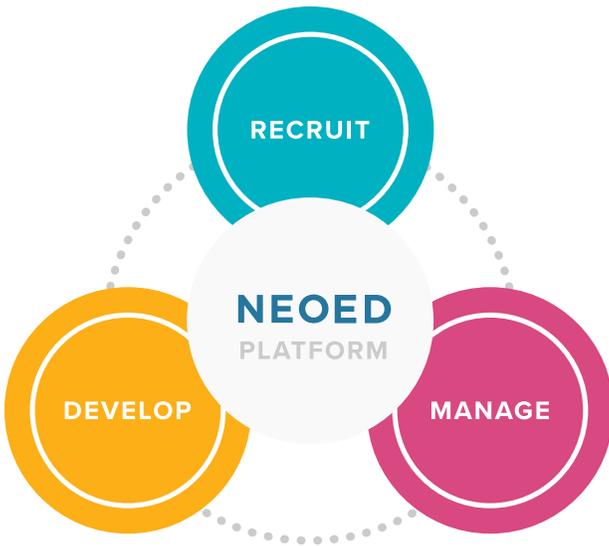
Each stakeholder is notified when it's their turn to review, edit, and/or approve the policy changes.

Nicole distributes the updated policy to all of her employees, requiring an e-signature for attestation.

Now she can check who has signed the policy and set automatic reminders for those who haven't signed.

Nicole sets permissions for users and groups so they can access job-critical policies 24/7 from any device.

## COMPLETE THE SUITE



*Complete the NEOED platform to support the entire employee lifecycle.*

### RECRUIT

Simplify hiring by automating and centralizing the recruitment and onboarding process, with dynamic options to fit your search committee.

### DEVELOP

Build a highly-skilled workforce with professional development tools and customized training programs, plus management of annual and 360 reviews.

### MANAGE

Stay organized across the entire campus community by centralizing employee data, payroll, and benefits in a highly secure system.

## THE NEOED DIFFERENCE



### Education Focused

We were built specifically for the unique needs of educational institutions, with input from higher ed and K-12 HR pros.



### Shared Library of Global Resources

Save time by tapping into our shared library to leverage pre-made forms and processes.



### Online Community of Peers

When you become a customer, you join hundreds of other education HR organizations discussing and solving challenges together.



### Free Customer Support and Training

We're always here to help. Contact a live representative with questions, attend training events, and access online courses.