

# TIPS FOR CHOOSING AN E-SIGNATURE SOLUTION

## 1 Compatibility

Use your work applications to create documents and upload different file formats for e-signature.

## 2 Is it legal?

E-Signatures are 100% legally binding and are admissible in court since 2002 and the introduction of the eIDAS Regulations in 2016, for peace of mind. RSign is compliant with GDPR as it has built in encryption/ access authentication to securely send and receive sensitive data in documents.

## 3 Easy to use

Your e-signature platform must be easy to use and user friendly but even easier for your signers to ensure a positive candidate experience.

## 4 Integrate

Integrated with internal systems and CRM's to make the signing process automated and more seamless.

## 5 Meet your needs

Do the features meet your needs? Do you need multiple signing for countersigning for the employer and employee? Or edit document templates? Require multiple signatures in a particular order? Need the candidate to upload documents when signing? Want to bulk send documents to mass personnel? All this needs to be considered.

## 6 Cost effective

Eliminating paper, ink, printing and postage and the need to chase developments can considerably reduce costs.

## 7 Save time

Digitising your onboarding process means documents are sent instantly, tracked and returned without moving from your seat. Do more business quicker!

## 8 IT management

Account administrators set company settings and manage user accounts privileges to ensure transparency within the business.

## 9 Accessibility

The ability to sign the documents from multiple digital devices can mean quicker completed agreements.

## 10 Sustainability

More companies already have or are starting to include sustainability into corporate strategies to reduce their impact on the environment and improve operational efficiency in line with regulations and the governments 2050 net-zero ambition. Using e-signature massively reduces paper materials and environmental impact.

## 11 Support

Having a dedicated account manager a phone call or email away to assist and offer expert advice will help you get the most out of the service.



**How can e-signatures benefit recruiters?**  
Any manual, paper based, recruitment process or task that requires an authorisation, can benefit from e-signatures. Offer letters and employment contracts, agency terms and conditions of business, employee handbooks, authorisation forms for payroll/direct deposit, pensions and auto enrolment, timesheet and more.

