



CUSTOMER STORY

HR SOFTWARE THAT HELPS TEAMS STANDARDISE EMPLOYEE TRANSITIONS

How VCG Uses Evalu-8 HR to Streamline Onboarding, Offboarding, and Employee Transitions

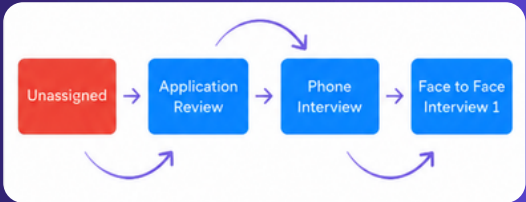
A closer look at how VCG uses Evalu-8 HR to standardise onboarding and offboarding workflows, reduce manual admin, and give HR and managers clearer visibility of employee transitions.



“The biggest difference has been the ability to streamline and standardise our onboarding and offboarding processes in one place.”
VCG DIRECTOR OF PEOPLE SERVICES

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Onboarding workflows

Offboarding workflows

Progress tracking

Task management

ABOUT THE ORGANISATION

A people team focused on creating clearer employee transition processes

About VCG

VCG uses Evalu-8 HR to support key People Services processes across the employee lifecycle.

Since using the system, the biggest impact has been the ability to streamline and standardise onboarding and offboarding processes in one place.

This has helped VCG create a more structured approach to employee transitions, giving HR and managers greater visibility of progress.

Structured approach

VCG uses Evalu-8 HR to create a more consistent way to manage onboarding and offboarding.

Greater visibility

HR and managers can track progress more easily and see where action is needed.



We have been able to streamline and standardise our onboarding and offboarding processes in one place."

VCG

STANDARDISING EMPLOYEE TRANSITIONS

The challenge was keeping key onboarding and offboarding steps visible

VCG needed a clear and organised way to manage onboarding and offboarding activities.

These processes often involve tasks, documentation, and approvals across different teams. Without a consistent workflow, it can become harder to track progress and ensure key steps are completed.

Evalu-8 HR gives HR and managers a more structured way to manage employee transitions from one place.

Key steps not missed

A structured process helps make sure important onboarding and offboarding actions are completed.

Reduced manual admin

Workflows help reduce the need for manual chasing and disconnected tracking.

Smooth employee experience

A clearer process supports employees joining and leaving the business.

ONBOARDING AND OFFBOARDING WORKFLOWS

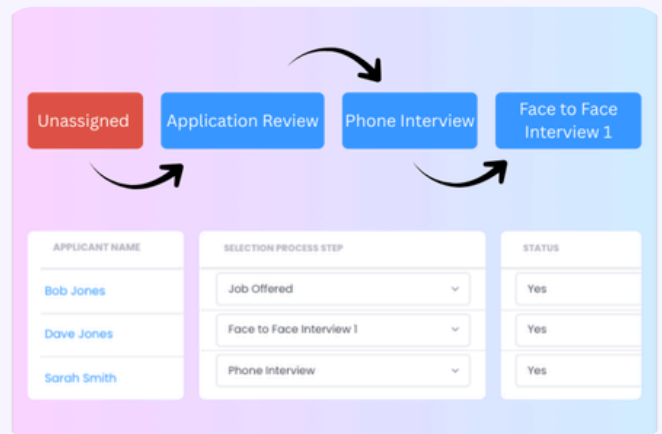
Creating a more consistent process for employees joining and leaving

The onboarding and offboarding workflows have had the greatest impact for VCG.

They provide a clear and organised framework for managing tasks, documentation, and approvals across the employee lifecycle.

For onboarding, this helps HR and managers keep track of what needs to happen when a new employee joins the business.

For offboarding, it gives teams a clearer way to manage the steps involved when an employee leaves, helping reduce the risk of important actions being missed.



WHAT CHANGED IN PRACTICE

A clearer framework for employee transitions

Workflow tasks

Tasks can be managed through a clearer onboarding and offboarding process.

Documentation

Documents can be organised as part of the employee transition workflow.

Approvals

Approvals can be included as part of the process, helping teams stay accountable.

Progress tracking

HR and managers can see where each process is up to.

“The onboarding and offboarding workflows have had the greatest impact.”

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“They provide a clear and organised framework for managing tasks, documentation, and approvals, which has improved efficiency and accountability across teams.”

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REDUCING MANUAL ADMIN

Giving HR and managers better visibility of progress

A structured onboarding and offboarding process has helped VCG reduce manual admin and improve consistency.

Instead of relying on disconnected processes, Evalu-8 HR gives teams a more organised way to manage employee transition activity.

This has helped reduce the administrative burden on HR and managers, while improving accountability across teams.

With clearer visibility of progress, HR and managers can understand what has been completed, what is still outstanding, and where follow-up may be needed.

VISIBILITY AND ACCOUNTABILITY

A more organised way to manage employee transitions

Evalu-8 HR helps VCG manage onboarding and offboarding activities through clear workflows.

This gives HR and managers better visibility of progress, while helping teams stay accountable for the tasks, documents, and approvals they need to complete.

The result is a more consistent process with less manual admin and fewer missed steps.



Having a structured approach has improved consistency, reduced manual admin, and ensured that key steps are not missed.”

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Examples of what Forms can support

- New starter tasks
- Manager actions
- Document collection
- Equipment or access checks
- Approval steps
- Leaver actions
- Progress tracking



It has given greater visibility to both HR and managers, making it easier to track progress and ensure a smooth experience for employees joining and leaving the business.”

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My Action Items

<input checked="" type="checkbox"/>	Collect Documents Verify employee details	Completed
<input checked="" type="checkbox"/>	Assign Tasks Set onboarding activities	Completed
<input type="checkbox"/>	Handover Transfer responsibilities	In Progress
<input type="checkbox"/>	Final Checks Close out onboarding	Upcoming

[View all tasks](#) >

WHY EVALU-8 HR WORKS FOR VCG

A structured system for managing employee transitions

Evalu-8 HR has become a strong fit for how the People Services team manages onboarding and offboarding today.

By bringing tasks, documentation, and approvals into clear workflows, Evalu-8 HR gives VCG a more organised way to manage employee transitions.

This has helped improve consistency, visibility, and accountability across teams, while reducing the administrative burden on HR and managers.



“The onboarding and offboarding workflows have had the greatest impact.”

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Why Evalu-8 HR works well for VCG

Structured workflows

Onboarding and offboarding can be managed through clear, repeatable workflows.

Task visibility

HR and managers can track what has been completed and what still needs attention.

Documentation

Important employee documents can sit within a more organised transition process.

Approvals

Approval steps can be built into the workflow to support accountability.

Reduced admin

A clearer process helps reduce manual chasing for HR and managers.

A stronger employee transition process

Guidance from the first conversation.

Sessions delivered to help staff transition.

Support that helped employees adopt the system.

THE OUTCOME

HR software that helped VCG bring structure to employee transitions

The outcome for VCG

Evalu-8 HR has helped VCG streamline and standardise onboarding and offboarding processes in one place.

By using workflows to manage tasks, documentation, and approvals, the People Services team has improved consistency, increased visibility, and reduced manual admin.

HR and managers can track progress more easily, making it clearer what has been completed, what is still outstanding, and where follow-up may be needed.

For VCG, the key benefit is having a more structured and accountable process for employees joining and leaving the business.

What the platform supports

- Onboarding workflows
- Offboarding workflows
- Task management
- Documentation
- Approvals
- Progress tracking
- Manager visibility
- Reduced manual admin
- Employee transition processes



The ability to track progress and maintain a consistent process has helped create a more seamless experience for employees, while also reducing the administrative burden on managers and HR.”

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Explore Evalu-8 HR

Evalu-8 HR brings employee records, onboarding, offboarding, documents, workflows, tasks, approvals, performance processes, reporting, and more together in one place.

Book a demo to explore how the platform could be configured around the way your organisation works.



[Book a 30 min session](#)

evalu-8.com/hr-management-software/