

#INFOCERTREADS

Human resources & digital Trust-formation

More [efficiency]
to HR processes
thanks to qualified
electronic signature

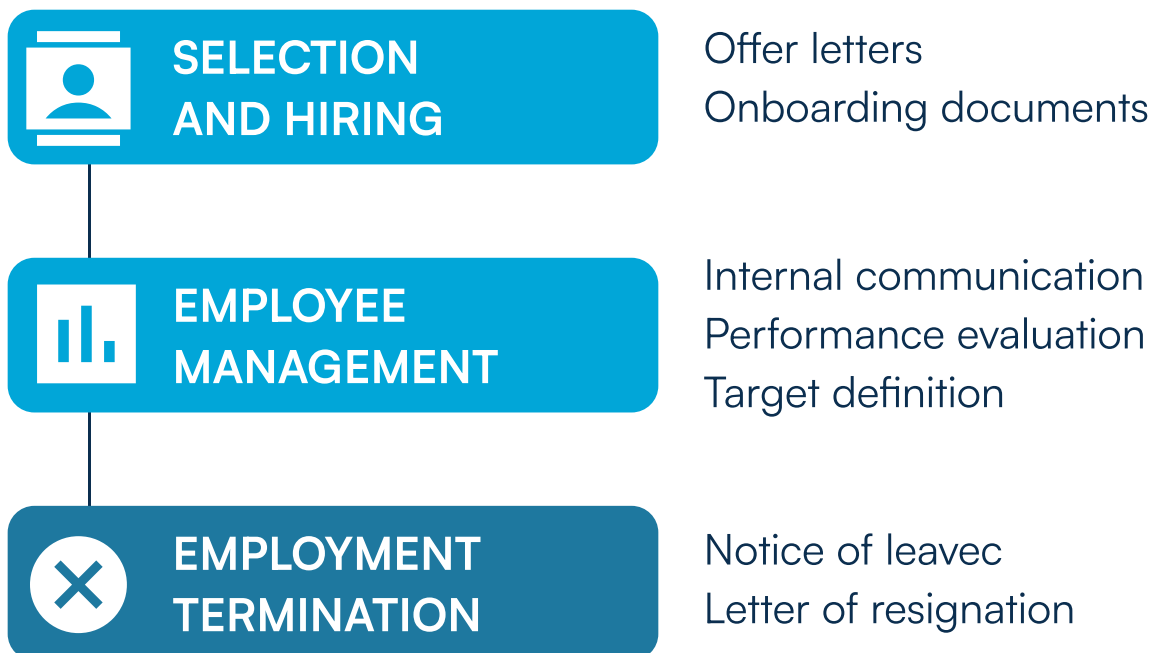


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HR and [digital transformation]

The lifecycle of an employee involves numerous steps: from the selection interviews and recruitment phases to the career management and up to the end of the employment relationship. Everything is handled through agreements and contracts describing the career path.

From this perspective, the systems and processes used to create and sign the relevant documentation are fundamental to ensuring the operational efficiency of organisations.





How to [innovate] HR processes with electronic signature

INFOCERT provides native integrated solutions to businesses to manage autonomously and fully digital HR processes. By issuing membership credentials and providing qualified electronic signature certificates, **employees can sign and share agreements and documents with their company remotely**, benefiting from secure and fully legal friendly processes.



SELECTION AND HIRING

- Offer letters
- Onboarding documents
- Documents relating to training or skills required
- Acceptance of company policies

EMPLOYEE MANAGEMENT

- Internal communications
- Performance evaluation
- Definition of targets
- Salary adjustments or increase
- Distribution of incentives
- Promotion/career advancement procedures

TERMINATION MANAGEMENT

- Notice of leave
- Letter of resignation
- Return of Assets
- Documentation for leaving interview
- Termination letter



[Employee ID] identification for your employees

Thanks to Employee ID your employees can obtain a signature certificate and digitize every company process.

- 1 

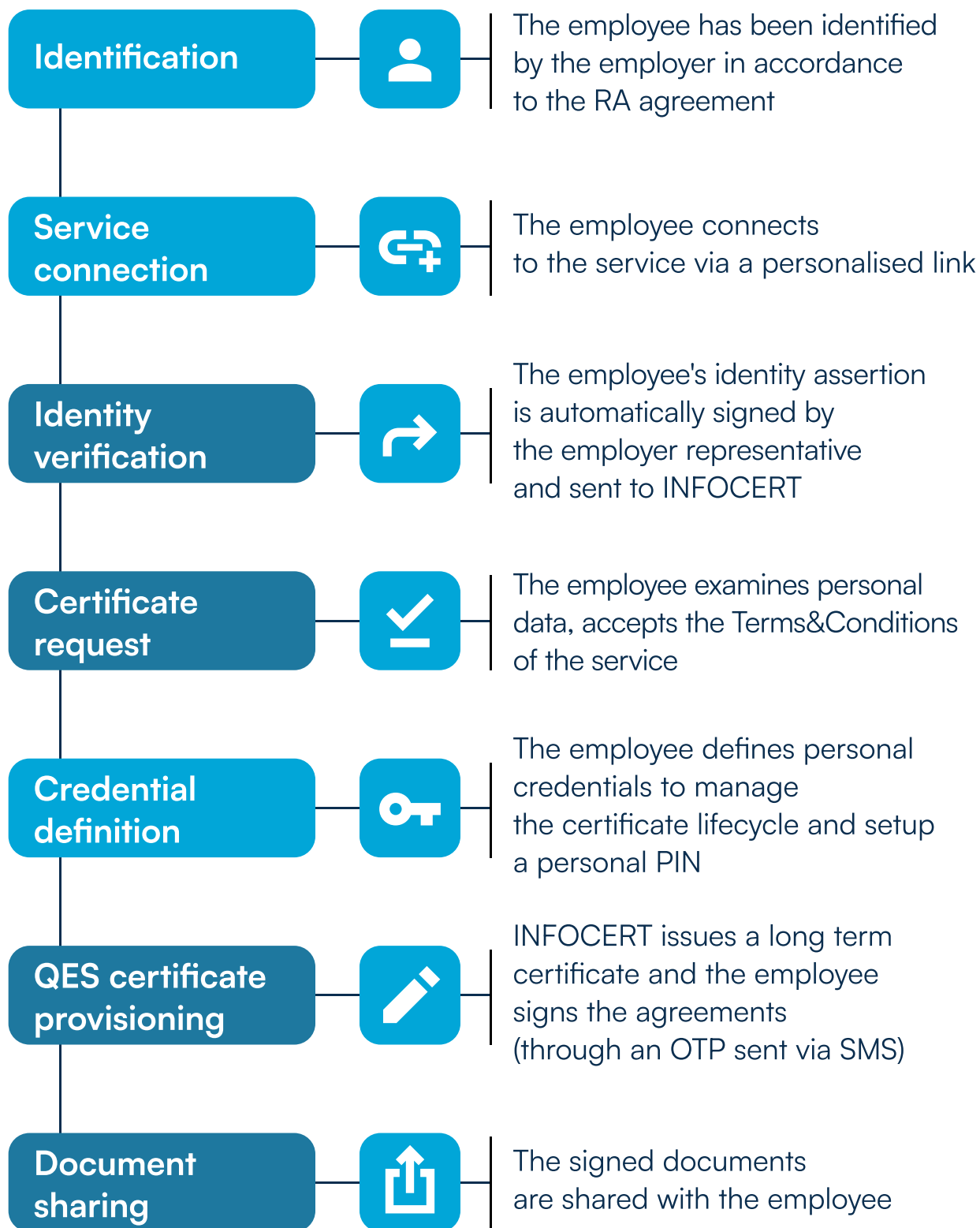
INFOCERT Certification Authority (QTSP CA) and Customer Organization establish and agree upon the identification and authentication procedures to apply.
- 2 

The Organization is appointed by INFOCERT as a Registration Authority and will appoint Registration officers (RAO) to carry out the established identification procedure.
- 3 

The identification performed by the organization (RA) to finalize an employment contract (Employee ID) can be used to issue certificates to employees for work purposes and with specific usage restrictions (Enterprise close scope certificate).



Obtaining a [QES certificate] is easy and fast



INFOCERT Signature Certificate



TRUST LEVEL

Qualified electronic certificate

Issued by INFOCERT and needed to apply qualified electronic signatures, to grant the highest legal value to each transaction



VALIDITY

Long term

Configurable from 1 to 3 years



SCOPE

Enterprise

Can be used for purposes connected to the employment relationship and business activities



DEVICE

Cloud/Remote

Certificate hosted remotely in a Hardware Security Module (HSM) managed by (QTSP) INFOCERT



[Integrated signature solutions] for every business need



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INFOCERT offers multiple signature solutions to meet all HR department needs.



Do you already use CSC-compliant signature solutions?

[Discover more →](#)

Do you already have HR tools and wish to integrate electronic signature processes?

[Discover more →](#)

Are you looking for a complete suiteready and easy to use?

[Discover more →](#)

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Do you already use CSC-compliant signature solutions?

INFOCERT issues Qualified Electronic Signature Certificates (QES), natively enabled for all CSC-compliant solutions (such as Adobe Sign).



INFOCERT is a founder member of the Cloud Signature Consortium (CSC), the “de facto” standard for interoperability among international Certification Authorities (CA).

QES cloud certificates are in full compliance with eIDAS and natively CSC-enabled, which ensures compatibility with e-signature tools adopting the CSC standards (e.g. Adobe Sign).

INFOCERT QES
cloud certificates

CSC
signature solutions

InfoCert Signature NATIVE
platforms (e.g. GOSIGN)



Do you already have HR tools and wish to integrate electronic signature processes?

Leverage INFOCERT APIs to electronically sign documents directly into your HR platform.

INFOCERT eSignature is an API-based solution that helps organisations apply electronic signatures and seals to any type of document.

All INFOCERT Signatures are qualified, in full compliance with eIDAS regulation.

Thanks to INFOCERT APIs you can:



Sign one or more documents in a single transaction



Choose the signature format between Pades (.pdf), Cades (.p7m) and Xades (.xml)



Choose your certificate for natural or legal person



Manage your documents in any format



Looking for a **[complete]**
and easy-to-use signature platform?



Choose GOSIGN, INFOCERT's complete front-end signature platform that enables quick and easy management of signature processes.

GOSIGN offers an integrated omnichannel user experience available on Desktop, Web and Mobile environments.

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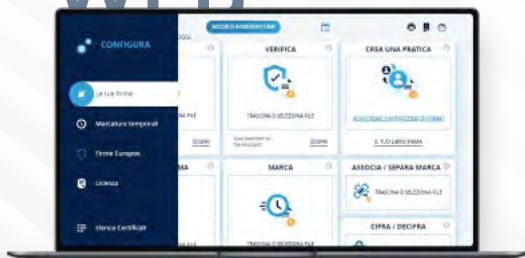
One solution, many possibilities to digitise your signature processes

DESKTOP



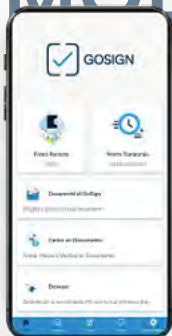
- ✓ Sign online and offline from your desktop
- ✓ Sign files or entire folders with a single click
- ✓ Add time stamps to extend the legal value of documents over time

WEB



- ✓ Configure your signature workflows
- ✓ Manage users, roles, usergroups and the rules to apply on the approval processes
- ✓ Involve users with advanced tools: Bulk processes, policy and template definition

MOBILE



- ✓ Sign documents, add time stamps, validate signatures
- ✓ Participate to signature processes by approving and signing received documents





Integrate GOSIGN via API

GOSIGN can be easily integrated into your business processes via API.



The platform natively provide standard connectors for the most common IT systems and an integration layer (API) for any other customised applications.



Our solutions are good for your business, and the [planet] too!

The adoption of the electronic signature by employees has a positive impact on company policies in terms of sustainability.

In 2021, we and our customers have saved:

 3.300.000.000 Sheets of paper	 41.750 Saved trees
 5.881.734.750 Glasses of water	 17.716.000 5-minute showers
 147.610.188 Kg of CO ₂	 146.080.083 CO ₂ -equivalent trees

Learn more about the sustainable impact of our solutions

Discover more →

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Digitalize your HR processes

Discover more about signature solutions at **infocert.digital**

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