

The Power of Custom Documents

FLIGHT provides the ability for employers to add as many custom documents as they like for each new hire to review and optionally electronically sign. This capability provides tremendous power to customize the onboarding process for each new hire. Custom documents typically added include employee handbooks and legal agreements such as confidentiality and non-compete agreements.

Any Word or PDF document can be added to a new hire process as a custom document. Each document can optionally include merge tags which denote areas within which will be customized with information about the current new hire in process. For example, if you had a legal document and wanted the employee's name to be placed in particular area, you would use a merge tag like `*|EMPLOYEEFULLNAME|*` and FLIGHT will automatically replace the merge tag with the employee's full name. Here's sample text within a document that includes merge tags:

THIS AGREEMENT is effective as of the `*|DAYOFMONTHWITHSUPERSSCRIPT|*` day of `*|MONTHNAME|*`, `*|YEAR|*`, between ACME Inc., a New Jersey limited liability company, having a principal place of business at 100 Main Street, Moorestown, New Jersey (the "Company"), and `*|EMPLOYEEFULLNAMEUPPER|*`, residing at `*|EMPLOYEEFULLADDRESS|*` (the "Employee").

If John Doe from 12 Yellow Rd in Cherry Hill, NJ was going through his new hire process on September 1st, 2015, he'd see:

THIS AGREEMENT is effective as of the 1st day of September 2015 between ACME Inc, a New Jersey limited liability company, having a principal place of business at 100 Main Street, Moorestown, New Jersey (the "Company"), and JOHN DOE, residing at 12 YELLOW RD, CHERRY HILL, NJ (the "Employee").

A special merge tag to be aware of is the `*|EMPLOYEESIGNATURE|*` tag. If found inside of a custom document, FLIGHT will require the employee to electronically sign the document and place their signature directly where the merge tag is found.

Merge tags therefore allow you to reuse a document for multiple new hires since it will always be customized with the new hire's information. For the full list of merge tags, [click here](#).

Steps to Add a Custom Document

Follow the steps below to add a custom document within the "Documents" step when adding a new hire.

1. Click the "Upload a new document from your computer" link in the Custom Documents area.

Custom Documents

When adding more than one custom document, you can sort them in the order you'd like them to be displayed to the employee. Just drag and drop by each custom document's checkbox!

No documents currently selected

-  Upload a new document from your computer
-  Select an existing document from your new hire library

SAVE & CONTINUE

2. Choose the file from your computer by clicking on the "Choose File" button.

SELECT A DOCUMENT TO ADD FROM YOUR COMPUTER

1. DOCUMENT UPLOAD 2. DOCUMENT REVIEW

1. Select the document from your computer
Word and PDF documents are the only document types accepted.

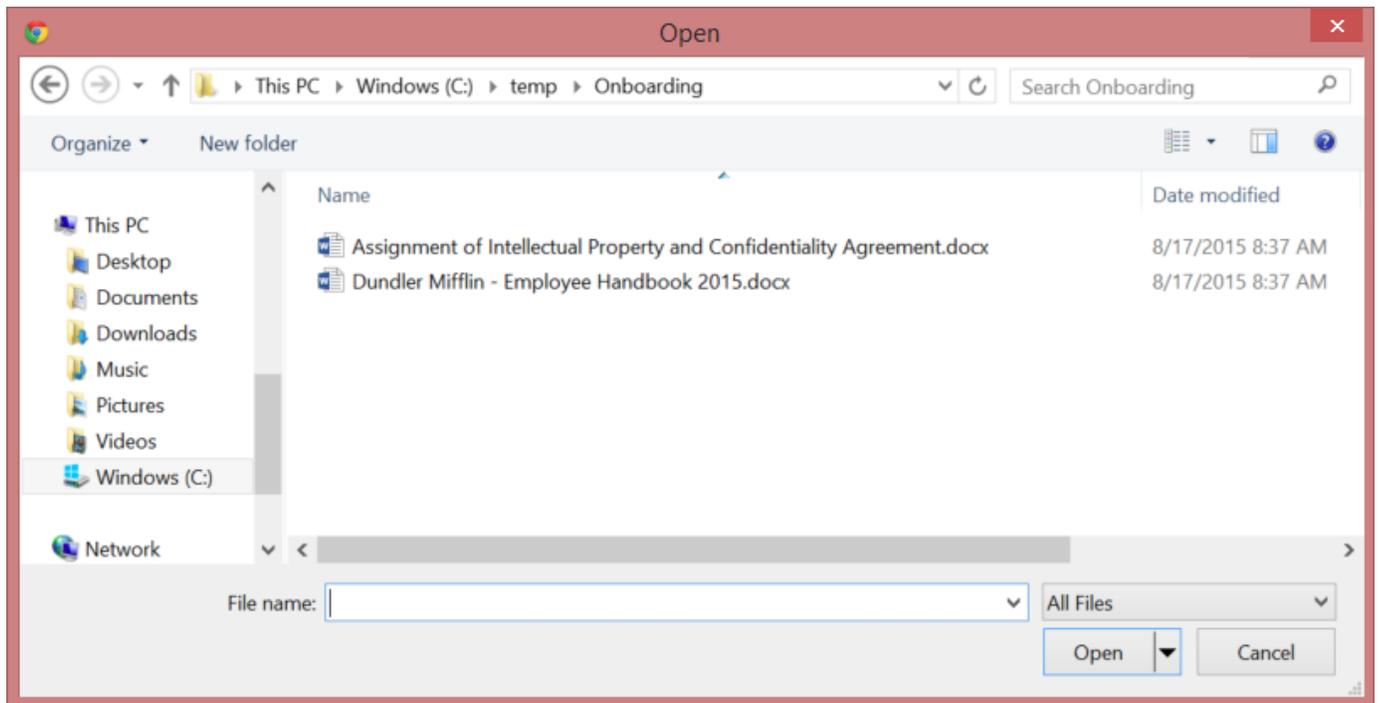
No file chosen

2. Provide a name for this document

3. Provide a description of this document (optional)

UPLOAD DOCUMENT

The “Choose File” button will open up your file explorer to search your computer for the file you’d like to upload.



Once the file from your computer is selected, enter in the name you’d like to display for the document. You’ll note that the name is defaulted to the name of the document you’ve selected. Optionally, you can provide a description of the document to provide the new hire a bit more information about what’s in the document or why you’d like them to review it. Click the “Upload Document” to transmit the selected file into FLIGHT.

SELECT A DOCUMENT TO ADD FROM YOUR COMPUTER ✕

1. DOCUMENT UPLOAD 2. DOCUMENT REVIEW

1. Select the document from your computer
Word and PDF documents are the only document types accepted.

Assignment of Intellectual Property and Confidentiality Agreement.docx

2. Provide a name for this document

Assignment of Intellectual Property and Confidentiality Agreement

3. Provide a description of this document (optional)

UPLOAD DOCUMENT

3. FLIGHT performs an inspection on the file you've uploaded to determine information about the document such as number of pages, if it requires a signature and the number of merge tags found. If merge tags have been added (click here to guide on how to add merge tags) the review will show them. If you're comfortable with the inspect results, click the "Add this Document" button to add it to your new hire library and to the current new hire's paperwork.

SELECT A DOCUMENT TO ADD FROM YOUR COMPUTER

1. DOCUMENT UPLOAD

2. DOCUMENT REVIEW

Document Name:
Assignment of Intellectual Property and Confidentiality Agreement

Actual File Name:
Assignment of Intellectual Property and Confidentiality Agreement.docx

Number of Pages:
7

Requires a Signature:
Yes

6 Merge Tag Fields Found

- *|EmployeeFullNameUpper|* on page 1
- *|EmployeeFullAddress|* on page 1
- *|EmployeeSignature|* on page 7
- *|MonthName|* on page 1
- *|DayOfMonthWithSuperscript|* on page 1
- *|Year|* on page 1

ADD THIS DOCUMENT

Employee Review of a Custom Document

When the new hire is completing their new hire paperwork, they'll be required to review any custom document you've added for them. If any merge tags exist, they'll be replaced with information about the new hire. The document will then be reviewed and electronically signed if your document contains the *|EMPLOYEESIGNATURE|* merge tag.

Additional documents to review

Assignment of Intellectual Property and Confidentiality Agreement

**ASSIGNMENT OF INTELLECTUAL PROPERTY
AND
CONFIDENTIALITY AND NON-COMPETITION/NON-SOLICITATION
AGREEMENT**

THIS AGREEMENT is effective as of the 19th day of August, 2015, between ACME Inc, a New Jersey limited liability company, having a principal place of business at Mill Street, Moorestown, New Jersey (the "Company"), and SALLY SUE, residing at 1234 America Lane, Prime, CA 95012 (the "Employee").

BACKGROUND

WHEREAS, the Company desires employ Employee as a Software Developer and Employee is willing to accept such position; and

WHEREAS, the Company is engaged in the business of developing software and provides online and offline file management, secure delivery and notification software applications in the United States; and

WHEREAS, Employee acknowledges that as a result of his employment with the Company:

- (i) He will have free and constant access to certain proprietary information and materials belonging to the Company and the Company's clients which are not publicly available;
- (ii) This information and materials constitute trade secrets of the Company, not general secrets of the trade, and are not readily ascertainable from any other sources;
- (iii) This information and materials are the product of a material investment of Company time, effort and money, and are a valuable asset of the Company;
- (iv) The Company has a legitimate business interest in protecting its customer relationships; and
- (v) The Company is entitled to the benefit of the goodwill developed by Employee while in the employ of the Company.

[View in a new browser window](#)