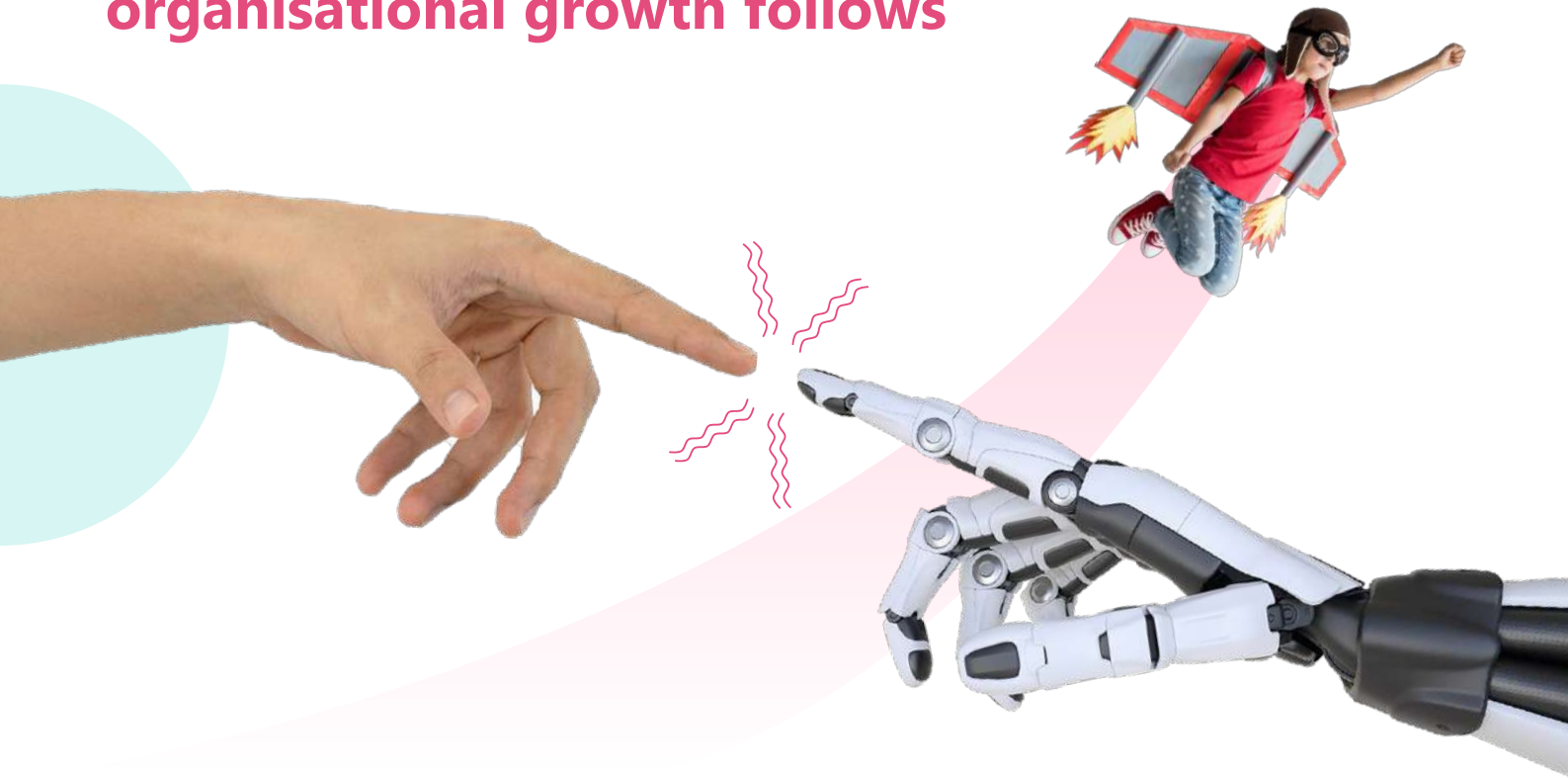


When HR Strategy meets Automation

organisational growth follows



About Casepoint

Casepoint is a legal discovery platform for litigation, investigations, and compliance. The SaaS-based digital platform is used by corporations, government agencies, and law firms to meet complex needs pertaining to investigations and compliance.

Powered by cutting-edge AI and advanced analytics, Casepoint helps teams cut through large volumes of data to quickly identify insightful and actionable information. The platform provides legal hold, cloud collections, powerful data processing, advanced analytics, artificial intelligence, review, and production capabilities to its users.

Employees - 500+

Location - Gujarat

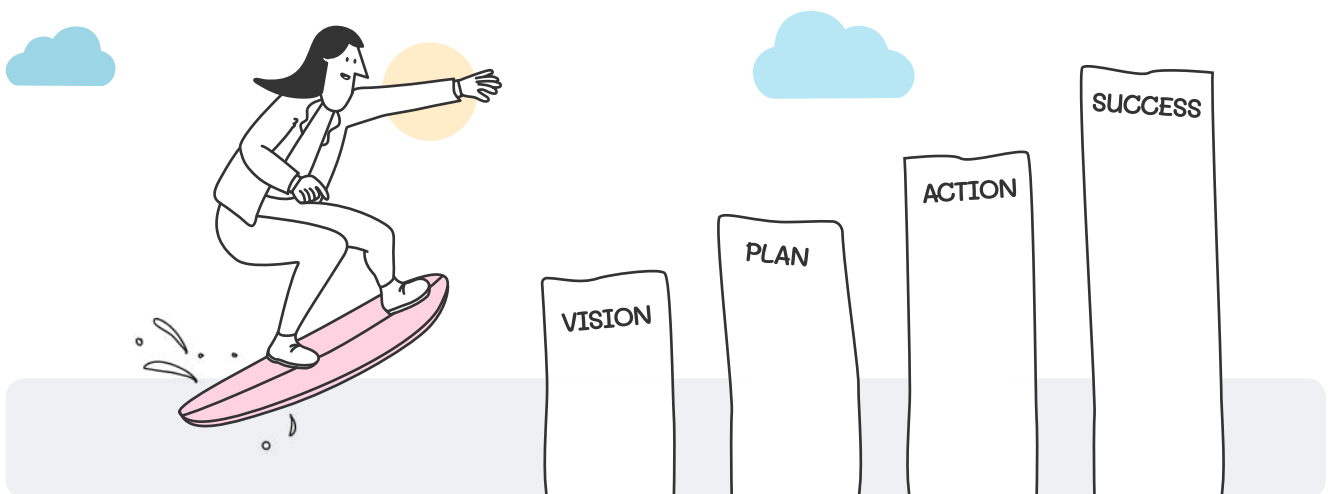


Preparing for a **steep growth trajectory**

In 2020, Casepoint arrived at a crucial stage of their growth journey. They had to make a choice between continuing the path of current growth matrix or take the path of exponential growth. When the company leadership chose the path of rapid growth, one of the crucial areas that required an overhaul and transformation was human resource management.

Casepoint didn't have an automation-driven HRMS platform to manage people and relevant processes. The existing platform did have limited automation capabilities but it needed additional workarounds to connect with different modules and segments.

The company also depended on a lot of paperwork, MS Excel sheets and had to carry out a lot of actions manually.



Casepoint's leadership saw the true potential of transforming their HR department into a strategic division that could drive change and influence all areas of the organization. Keeping this in mind they decided to take four important steps:



Roping in an experienced HR professional who specialized in driving HR initiatives during a phase of rapid growth



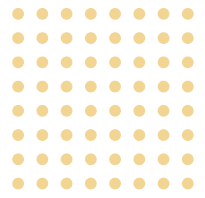
Identifying and deploying a one-stop HRMS solution



Doing away with time-consuming manual processes, paperwork and replacing them with automation



Improving employee engagement and sustaining it alongside growth



The search for the right **HRMS platform**

The company started searching for an automation-driven HRMS tool with functionalities that could best suit their organization. Although the company used an HR platform, it was devoid of the desired automation. After a thorough search and evaluation of several options, Casepoint decided to go ahead with Keka's HRMS platform.

Keka offered an automation-driven platform with seamless integration capabilities and flexibility. Among other aspects, it also enabled the HR department to define and implement policies across the organization without any hassle.

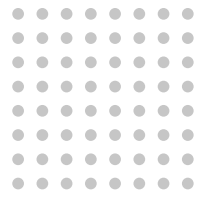
Casepoint also succeeded in onboarding an experienced HR manager, Divyesh to help the HR department. He had successfully implemented HR solutions in his previous organizations and had more than eight years of experience in organizational development.



"Keka fulfills the 95% of the operation level requirements. So in today's date, **I think we've moved completely paperless.**"

- Divyesh Patel
Manager - HR Operations





A futuristic **employee onboarding experience**

Chaotic employee onboarding experience

Onboarding is a critical part of employee experience and plays a major role in how new joiners perceive the organization. Foreseeing rapid growth, the HR team at Casepoint had decided to move away from its existing manual process that included:

- Manually emailing each candidate with joining details after they accept the offer
- Manually informing the IT team to allocate the necessary assets for the new joiners
- Following up with different stakeholders regarding onboarding action items
- Manually fetching data of new joiners every time an onboarding activity had to be carried out

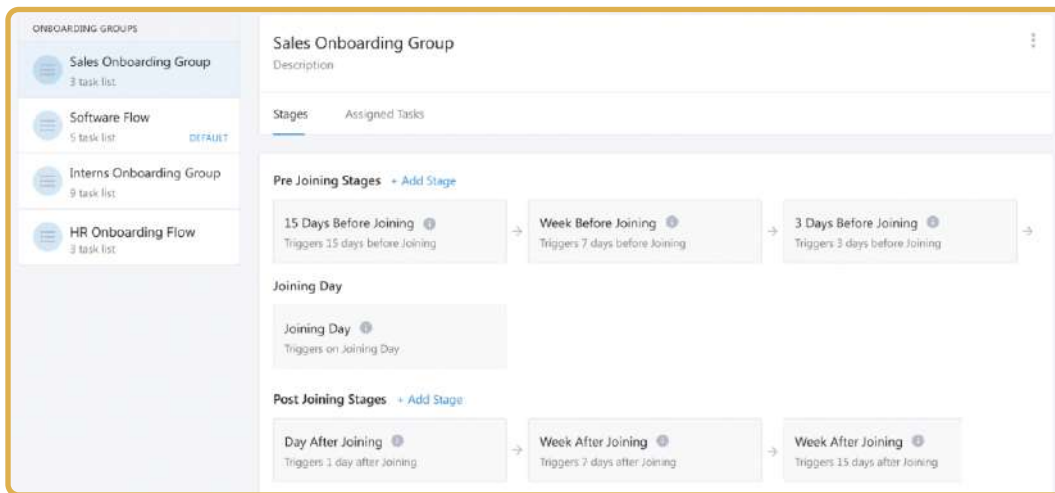
Moreover, during the audits, whenever HR had to be present a report regarding how many employees have completed reading the employee handbook, they had to go through all the signed documents to get that report.



However, with Keka, all these activities are automated. Right from the stage where shortlisted candidates accept the offer letter to the point where they complete their probation, Keka created automated processes so that there was no need for manual actions.

Most importantly, Keka enabled Casepoint's HR team with its unique Onboarding Checklist feature. With this checklist, the onboarding team was able to ensure no important action items were missed and all were carried out in an orderly manner.

With Keka, Caspoint was able to transition to complete digitalization in all aspects of HR operations. Apart from employee agreement -that was needed in the form of a hardcopy signed by the employee- all other documents were digitalized.



This also made it easy for the admin team to prepare the welcome-kits in the right quantity, without any delays.

All the details showcasing how many employees have read and agreed to the organization policy, were accessible and visible on the screen along with the time stamp of when they were signed. Users were able to export this data as reports, in a single click.

An elated Divyesh himself remarked how Keka had revolutionized the onboarding process.



Earlier, the most crucial HR function for carrying out quarterly Performance Reviews was conducted through G-sheets & consolidation, and manual intervention for follow-ups, but as we explored & **onboarded the Keka PMS feature**, we are now managing the entire PMS Review Cycle swiftly and in the most systematic way, with all the records being maintained accurately.

Performance Management

Casepoint's performance evaluation process before Keka

Performance management is an essential part both for the employees and the HRs to understand the contribution of employees. Casepoint was relying on spreadsheets for performance evaluation and management.

This is how the spreadsheet-based manual process worked earlier:

- 1 A master sheet for reviews was circulated among all reporting managers
- 2 The RMs were required to fill the sheet with reviews of each member of their team
- 3 However, this never materialized without several rounds of reminders from the HR team
- 4 After the sheet was completely filled, the HR team collated all the data and mapped it to each employee
- 5 The sheet was then shared with L2 managers to obtain their feedback
- 6 HRs had to ensure that this data is collected before the scheduled date of employee review
- 7 Manually managing the sheets was nothing short of a nightmare for the HR team
- 8 They had to collate different versions of the sheets from email and files saved on their device
- 9 As the employee count increased, the process became more and more challenging





Keka's automation-driven processes redefine performance management



When Casepoint started using Keka, their entire performance management process was redefined. With automation in place, the entire process became seamless.



The HR team just had to set up the process in Keka's HR performance review tab



Following this, all review feedback details landed in the inboxes of respective reporting managers



Automated triggers were also initiated by Keka so that RMs could take appropriate action



Employees can see their performance review in the portal, no longer requiring HR team to send reminders



Casepoint's very own engagement platform

As an organization, Casepoint has always been very keen on engaging their employees effectively and sparking employee-to-employee connectivity and camaraderie. It has built its culture around giving transparent feedback and appreciation to each other. Since engagement plays a critical role in driving employee commitment and productivity, Keka has built a social networking platform for employees called 'Keka Wall'.

Employees can use Keka Wall to:



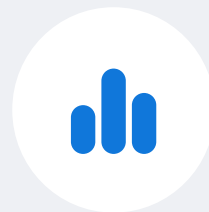
Publish posts



Praise peers, team members, and other employees



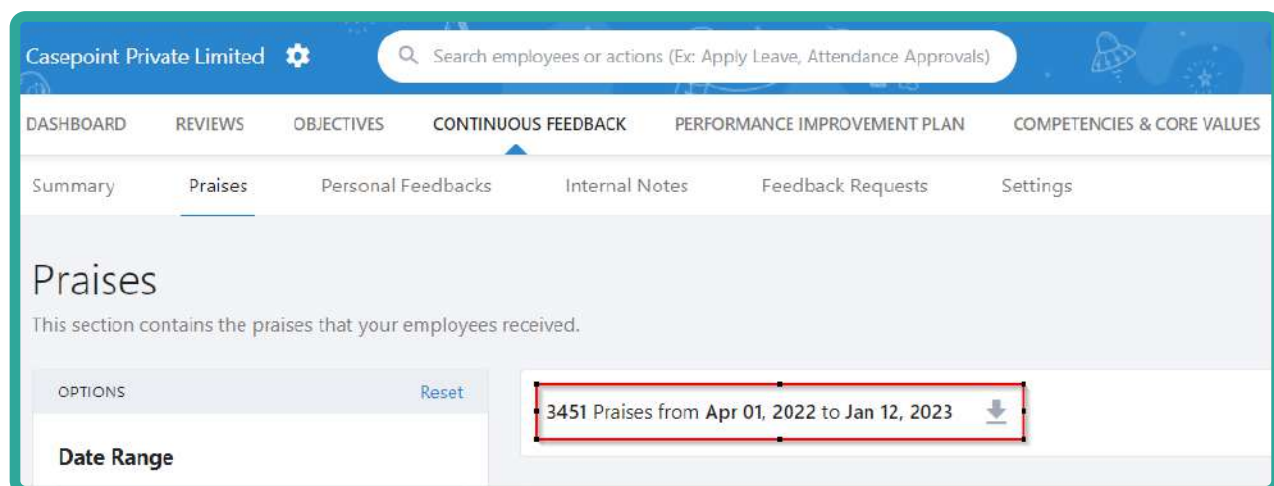
Publish announcements



Conduct polls

PRAISE – a powerful people builder

With the Keka Wall, employees at Casepoint found the right platform to appreciate others and carry out many employee engagement activities. The organization now had a complete HRMS that not only took care of HR operations, payroll, and eliminated manual processes, but also empowered the HR team to transition into strategic HR and move away from the mundane and purely administrative processes.



Casepoint Private Limited

Search employees or actions (Ex: Apply Leave, Attendance Approvals)

DASHBOARD REVIEWS OBJECTIVES CONTINUOUS FEEDBACK PERFORMANCE IMPROVEMENT PLAN COMPETENCIES & CORE VALUES

Summary Praises Personal Feedbacks Internal Notes Feedback Requests Settings

Praises

This section contains the praises that your employees received.

OPTIONS [Reset](#)

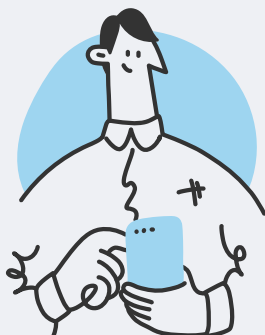
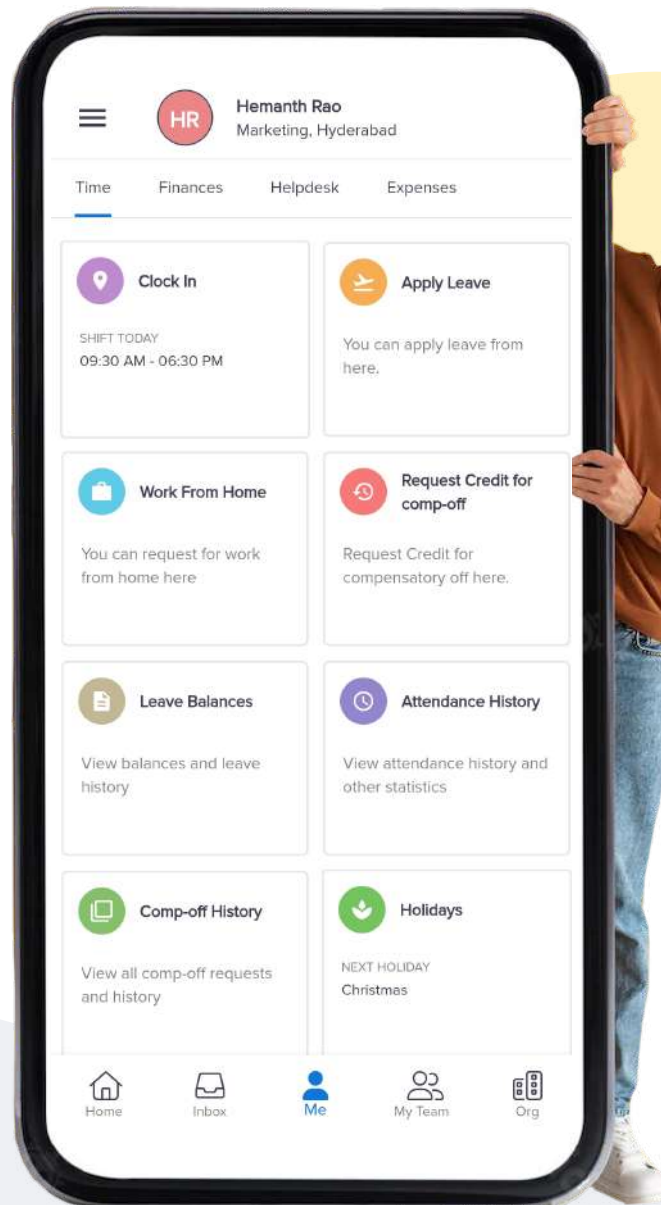
Date Range

3451 Praises from Apr 01, 2022 to Jan 12, 2023 [Download](#)

About Keka

Everything you need to build a great company

Keka is your people enabler. From automation of people processes to creating an engaged and driven culture, Keka is all you need to build a good to great company.



Reach out to us!

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