

# Let AI power your HR team's document productivity.



## Humans need better resources.

Anyone who works in HR understands how demanding those roles can be. Sourcing, hiring, onboarding, training, updating benefits policies, reviewing performance and salaries — HR does it all and provides services to every team in the organization, often with tight deadlines or urgent requests.

Their workflow is also heavily dependent on documents, including resumes, job descriptions, offer letters, employment contracts, benefits and information packages, and so much more. In the past, HR workers spent significant time creating and customizing documents, preparing them for signatures, and duplicating them for employees and for filing, all while trying to keep them confidential to protect the sensitive information they contained.

## Adobe Acrobat Studio expands capabilities.

Document work has evolved from something static and manual to dynamic and intelligent. Now, Acrobat Studio has expanded to include everything you need for an end-to-end document workflow — all in one AI-powered platform.

Acrobat Studio meets HR pros where they work by:

- Summarizing key insights for benefits policies and candidate qualifications with AI Assistant
- Centralizing up to 100 relevant documents in a secure, shared workspace where hiring managers and legal can review findings and streamline decisions
- Redacting sensitive information easily to ensure employee confidentiality
- Using AI Assistant to help draft offer letters and employment contracts
- Updating or modifying benefit packages or training documents quickly
- Sharing documents securely as PDFs for sign-offs
- Using Adobe Express from within Acrobat Studio to create polished, on-brand presentations for onboarding, training, or company meetings

## Reducing manual tasks and accelerating workflows.

In key areas, HR workflows get bogged down by time-consuming manual tasks. Acrobat Studio can streamline processes by unifying all the steps into one platform.

Regardless of the tasks involved, Acrobat Studio has features that speed up four main components of any HR-related workflow: comprehension, collaboration, creation, and control.

Acrobat AI Assistant improves document summarization and analysis efficiency by up to **45%**.

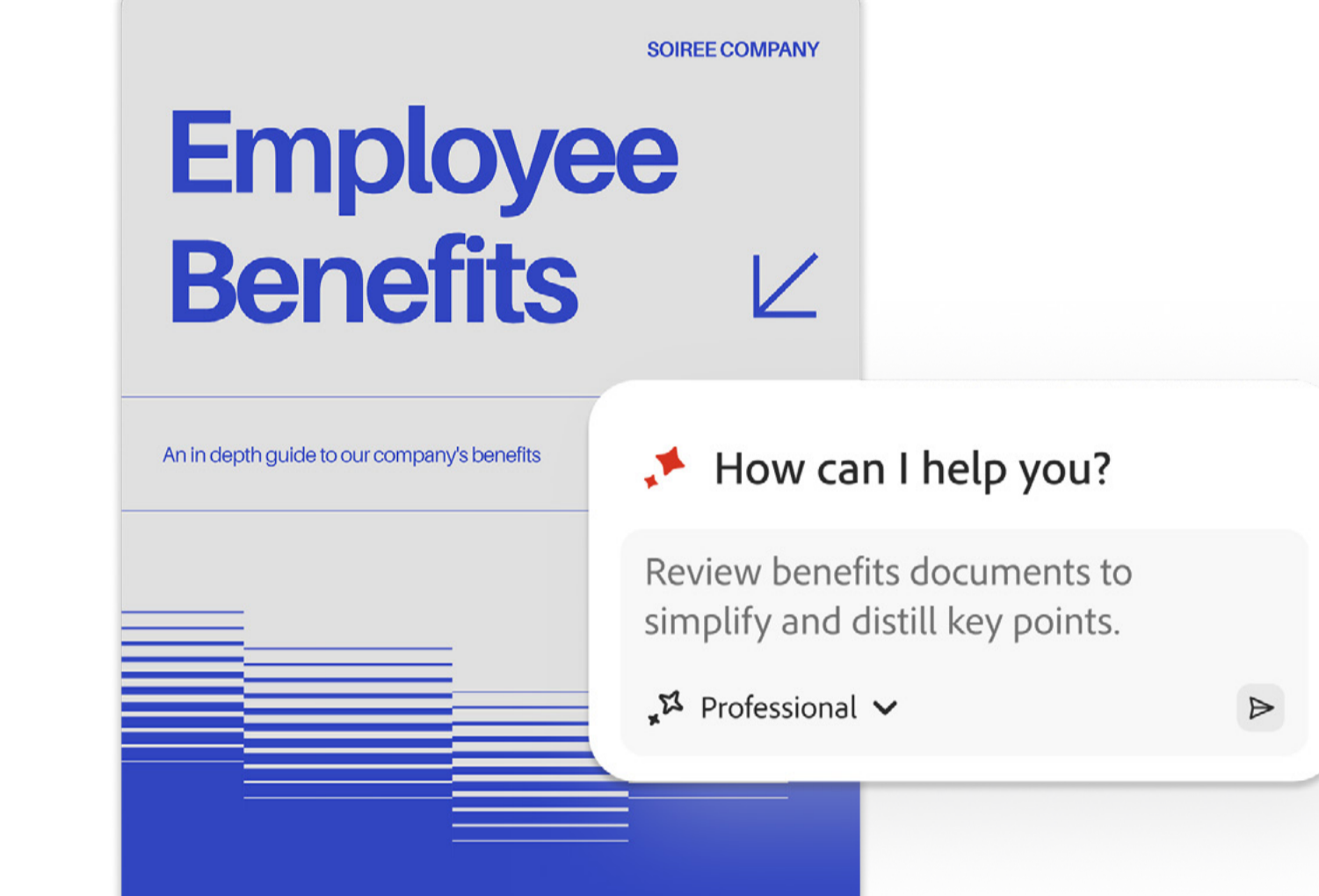
Source: Forrester

## Streamline talent onboarding and training.

Clear and consistent onboarding and training materials are vital to employee success, but they're time-consuming to create. As hiring scales and timelines shrink, demands can outpace HR teams' capacity.

AI Assistant helps comprehension by summarizing docs from resumes to contracts and drafting offer letters or customized onboarding information — especially key for companies that operate across different regions or countries.

- PDF Spaces, the new standard for secure and intelligent document sharing, lets teams from HR or legal, along with hiring managers from every department, collaborate on offers, training materials, or benefits docs from beginning to end, in one secure place.
- Adobe Express, built into Acrobat Studio, empowers easy creation of on-brand training presentations, videos, or handbooks for onboarding.
- Acrobat and PDF Spaces give teams control by finalizing documents for signatures and publishing docs in a shared workspace where recipients can get AI assistance.



The global average time to hire is **44 days**, while the interview process alone can take an average of **23 days**. And the average cost per hire is approximately **\$4,700**.

Source: Adobe

## Creating engaging employee communications.

Keeping employees informed about company news, policy or benefits changes, or even initiatives designed to build company culture falls under the purview of HR. Not only is it time-consuming to keep abreast of all the information organizations require, but it's challenging to get busy employees to pay attention.

- AI Assistant helps HR teams comprehend policies and announcements to extract key insights.
- PDF Spaces lets teams like HR, leadership, and legal collaborate in one space to align on messaging and next steps.
- Adobe Express allows even non-designers to create polished, on-brand communications like announcements, guides, newsletters, videos, and more.
- Acrobat Pro controls all your content to export as finalized PDFs for auditability and compliance.

Companies with highly engaged teams experience numerous benefits that directly impact their bottom line.

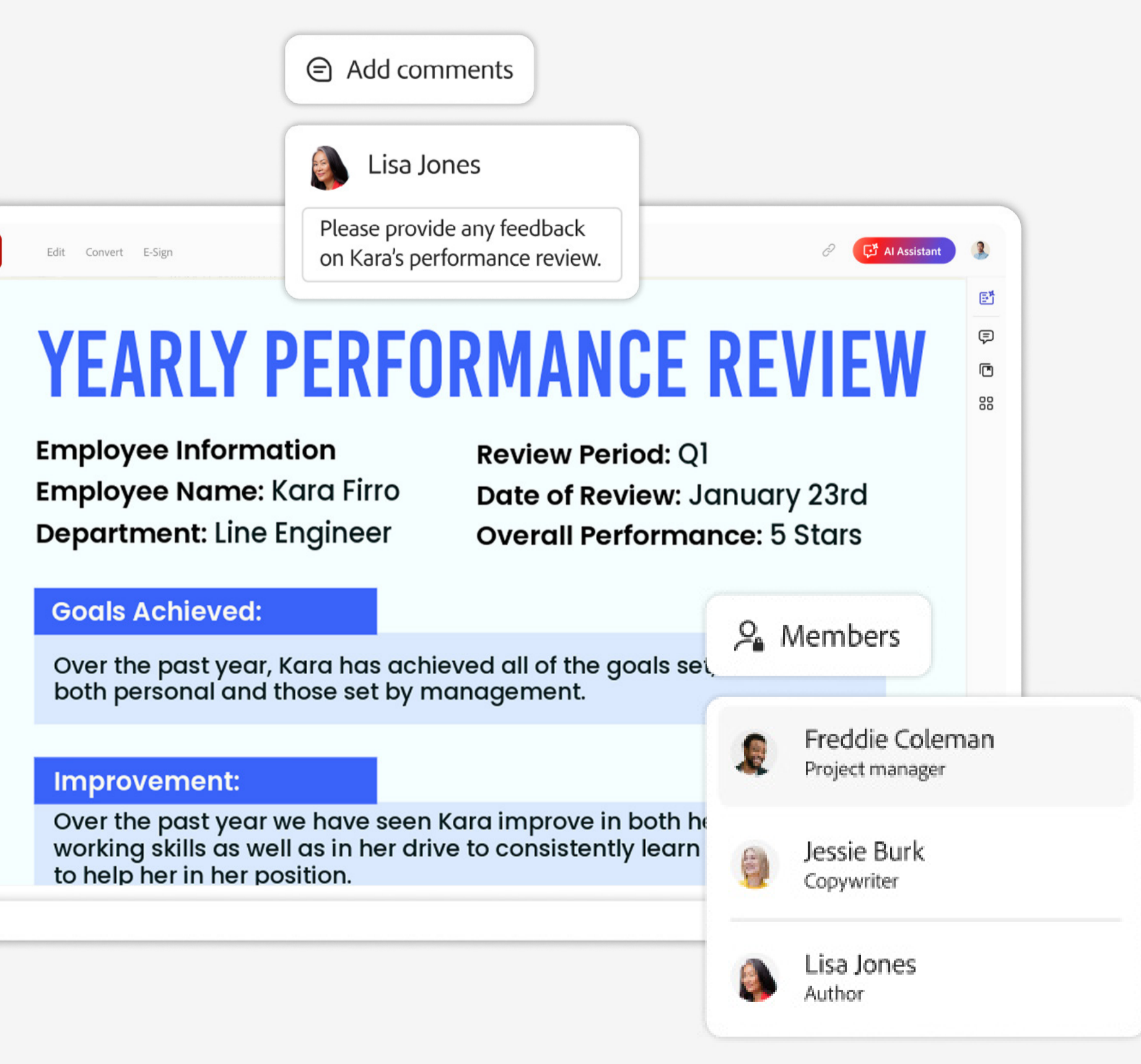
- 78%** less absenteeism
- 68%** higher well-being
- 23%** greater profitability

Source: Gallup

## Streamlining the review and rewards process.

Annual reviews and compensation adjustments are notoriously time-consuming and process-heavy, requiring extensive back-and-forth between teams, managers, and employees. Acrobat Studio can help simplify the process by improving collaboration and confidentiality across the entire workflow.

- AI Assistant summarizes manager or employee reviews and compensation guidelines to identify insights and inconsistencies, providing clickable references for easy verification.
- PDF Spaces helps HR, managers, and leadership collaborate in one space to review ratings and align on next steps.
- Acrobat Pro creates clear, consistent review summaries and rewards packages that are secure and audit-ready, ensuring confidentiality and fairness.



## The resources you need to succeed.

No matter the size of your organization, HR will always carry a heavy load. Discover how the Acrobat Studio expanded platform can give your team a more powerful, centralized workflow that reduces time-consuming tasks and improves employee experiences.

[Learn more](#)

Sources  
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 "Gallup's State of the Global Workplace: 2024 Report," Gallup, 2024.  
 "New Technology: The Projected Total Economic Impact of Adobe Acrobat AI Assistant," Forrester, 2025.

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