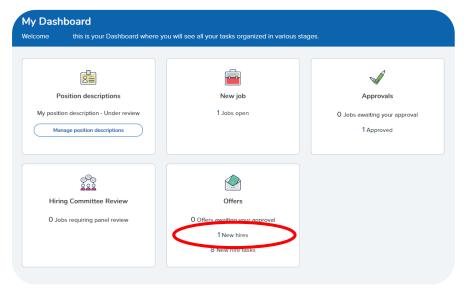
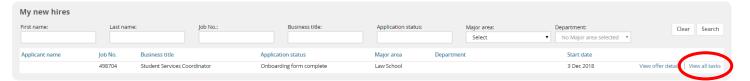
HOW TO USE THE ONBOARDING PORTAL

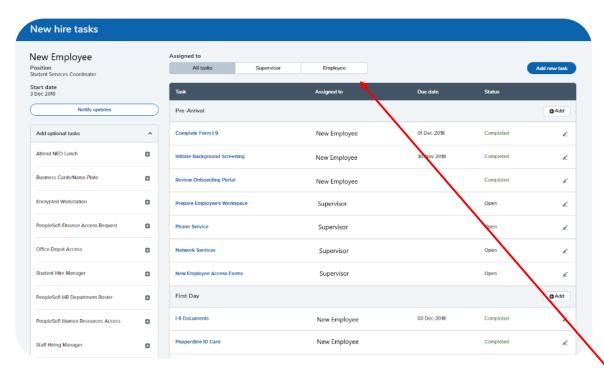
For additional recruitment tools and advice, visit Staff Recruitment Resources.



From your Hiring Manager Dashboard, in the "Offers" section, click the link showing your number of new hires

Click "View all tasks"

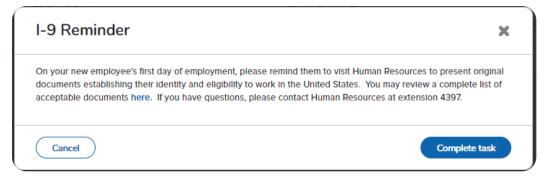




Click on a task to view additional details, or to mark the task as complete.

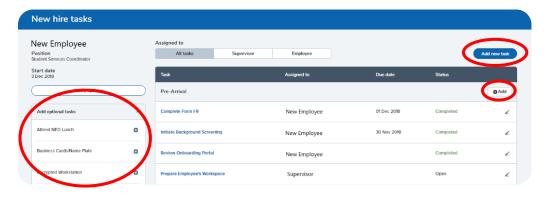
This page acts as a shared "to-do list" for you and your employee. Tasks are sorted by "Pre-Arrival," "First Day," "First Week," and "First 3 months." Some tasks are assigned to you, some to the new employee, and others to both. You can filter which tasks you are viewing at the top of the page.

If you have questions, please call extension 4397 or email employment@pepperdine.edu



To mark a task as complete, click "Complete task"

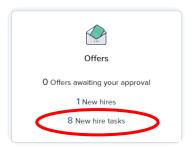
Please note: You and your new employee must manually mark tasks as complete in order to stop receiving email notifications regarding outstanding tasks.

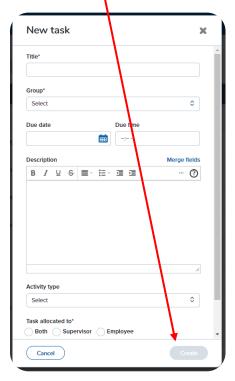


Add additional tasks for yourself or your new employee by clicking the frequently used Optional Tasks on the right side, or by clicking the "Add new task" button at the top left.

You may mark all tasks as complete by returning to your dashboard and clicking the link showing the number of "New hire tasks"

When adding a new task, a title and a group are required. Additionally, if you would like, you can enter a due date, due time, and further instructions in the "Description" field. Once complete, assign the task and click "Create".





From this page, select all tasks and click "Bulk Complete"

ılk Complete				
My new hire tasks				
You have not selected any tasks.				
Employee: New Employee	Task: First Day Considerations 1-9 Reminder Introductory Assessment Due Network Services		•	Clear Search
Select Title	Employee	Windows user	Step due	Hiring manager
Prepare Employee's Workspace	New Employee			Supervisor
Phone Service	New Employee			Supervisor
Network Services	New Employee			Supervisor
□ I-9 Reminder	New Employee			Supervisor
First Day Considerations	New Employee			Supervisor
Introductory Assessment Due	New Employee		16 Feb 2019	Supervisor
■ Technology Service Request	New Employee			Supervisor
New Employee Access Forms	New Employee			Supervisor

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