

HOW TO USE THE ONBOARDING PORTAL

For additional recruitment tools and advice, visit [Staff Recruitment Resources](#).

My Dashboard
Welcome this is your Dashboard where you will see all your tasks organized in various stages.

Position descriptions
My position description - Under review
[Manage position descriptions](#)

New job
1 Jobs open

Approvals
0 Jobs awaiting your approval
1 Approved

Hiring Committee Review
0 Jobs requiring panel review

Offers
0 Offers awaiting your approval
1 New hires
8 New hire tasks

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

Click “View all tasks”

My new hires

First name: Last name: Job No.: Business title: Application status: Major area: Department:

Applicant name	Job No.	Business title	Application status	Major area	Department	Start date	
	498704	Student Services Coordinator	Onboarding form complete	Law School		3 Dec 2018	View offer details View all tasks

New hire tasks

New Employee
Position: Student Services Coordinator
Start date: 3 Dec 2018
[Notify updates](#)

Assigned to
 [Add new task](#)

Task	Assigned to	Due date	Status	
Pre-Arrival Add				
Complete Form I-9	New Employee	01 Dec 2018	Completed	Edit
Initiate Background Screening	New Employee	30 Nov 2018	Completed	Edit
Review Onboarding Portal	New Employee		Completed	Edit
Prepare Employee's Workspace	Supervisor		Open	Edit
Phone Service	Supervisor		Open	Edit
Network Services	Supervisor		Open	Edit
New Employee Access Forms	Supervisor		Open	Edit
First Day Add				
I-9 Documents	New Employee	03 Dec 2018	Completed	Edit
Pepperdine ID Card	New Employee		Completed	Edit

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

I-9 Reminder

On your new employee's first day of employment, please remind them to visit Human Resources to present original documents establishing their identity and eligibility to work in the United States. You may review a complete list of acceptable documents [here](#). If you have questions, please contact Human Resources at extension 4397.

Cancel

Complete task

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.

New hire tasks

New Employee

Position

Student Services Coordinator

Start date

3 Dec 2018

Add optional tasks

Attend NEO Lunch

Business Cards/Name Plate

Completed Workstation

Assigned to

All tasks Supervisor Employee

Add new task

Task	Assigned to	Due date	Status	
Pre-Arrival				Add
Complete Form I-9	New Employee	01 Dec 2018	Completed	
Initiate Background Screening	New Employee	30 Nov 2018	Completed	
Review Onboarding Portal	New Employee		Completed	
Prepare Employee's Workspace	Supervisor		Open	

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"

Offers

0 Offers awaiting your approval

1 New hires

8 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"

PageUp BETA

Bulk Complete

My new hire tasks

You have not selected any tasks.

Employee:

New Employee

Task:

First Day Considerations

I-9 Reminder

Introductory Assessment Due

Network Services

Clear Search

Select	Title	Employee	Windows user	Step due	Hiring manager
<input type="checkbox"/>	Prepare Employee's Workspace	New Employee			Supervisor
<input type="checkbox"/>	Phone Service	New Employee			Supervisor
<input type="checkbox"/>	Network Services	New Employee			Supervisor
<input type="checkbox"/>	I-9 Reminder	New Employee			Supervisor
<input type="checkbox"/>	First Day Considerations	New Employee			Supervisor
<input type="checkbox"/>	Introductory Assessment Due	New Employee		16 Feb 2019	Supervisor
<input type="checkbox"/>	Technology Service Request	New Employee			Supervisor
<input type="checkbox"/>	New Employee Access Forms	New Employee			Supervisor

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New task

Title*

Group*

Select

Due date

Due time

Description

Merge fields

Activity type

Select

Task allocated to*

Both Supervisor Employee

Cancel

Create

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