



TALENT MANAGEMENT SYSTEM

Onboarding: Staff Positions

Onboarding

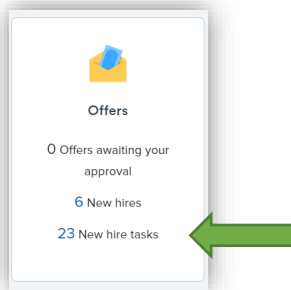
After an applicant has been selected and approved, the **Offer Card** is generated. The applicant will receive an e-mail providing guidance on how to view the employment contract on the NMU applicant portal. Once the offer is accepted, the applicant will complete an online NMU New Hire Form.

Once the NMU New Hire Form has been completed, the new employee will have access to the **Employee Portal**. The **Employee Portal** welcomes the new employee and provides an orientation to the university and access to onboarding forms and tasks.

Supervisors will also have new hire tasks to be completed from the day of offer through the employee's probationary period. Tasks assigned to a supervisor are all available through **My Dashboard** and e-mail reminders will be sent to access the assigned tasks.

Accessing New Hire Tasks

1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. Click on the **New hire tasks** link in the **Offers** card on your dashboard.



3. If you have more than one new hire, a list of names will appear.

Employee:	Task:	Clear	Search
<input type="checkbox"/> Rose Snow	<input type="checkbox"/> Arrange a Tour		
<input type="checkbox"/> Ashenteen Willabee	<input type="checkbox"/> Assign a Mentor/Onboarding Peer		
	<input type="checkbox"/> Assign Mentor Duties		
	<input type="checkbox"/> Attend New Hire HR Meeting		

4. A full list of incomplete tasks will be visible below the search bar.
5. Tasks can be search by individual and/or by task name. Check the box next the name and/or task and click **Search**.

My new hire tasks

Employee:

Rose Snow

Ashenteen Willabee

Task:

Arrange a Tour

Assign a Mentor/Onboarding Peer

Assign Mentor Duties

Attend New Hire HR Meeting

Clear Search

6. To reset the search filters **Clear** and then **Search**.
7. To see all new hire tasks, due dates, status and task details, click **View all tasks** at the end of the row for that individual.

Job	Start date	
Senior Electrician	Feb 3, 2020	View all tasks
Senior Electrician	Feb 3, 2020	View all tasks

8. The supervisor view of the New hire tasks dashboard will appear. The dashboard includes:
 - a. Employee info: name, title, start date
 - b. Complete list of onboarding tasks, task assignment, due date, status, and task edit option
 - c. Supervisor option to add new tasks

Rose Snow

Position
Senior Electrician

Start date
Feb 3, 2020

[Notify updates](#)

Add optional tasks ^

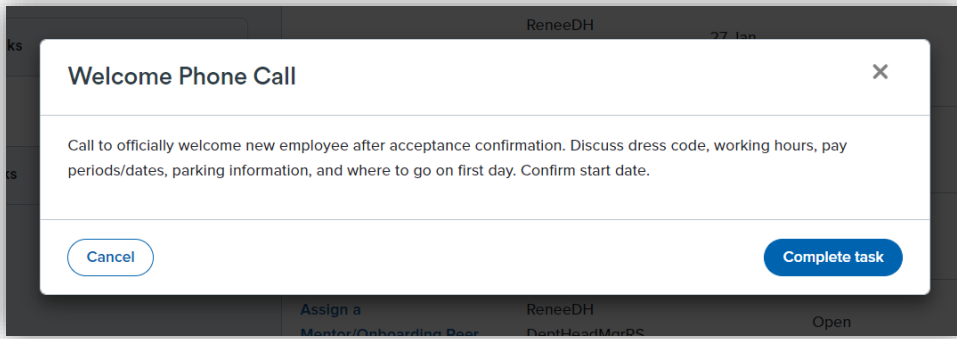
No tasks

My Favorite Tasks v

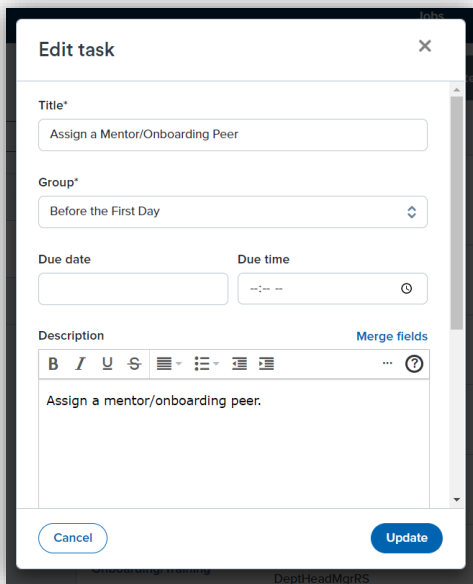
[Add new task](#)

Task	Assigned to	Due date	Status
Before the First Day + Add			
19 Form Completion	ReneeDH DeptHeadMgrRS & Rose Snow	27 Jan 2020	Completed
Welcome Phone Call	ReneeDH DeptHeadMgrRS		Open ✎
Department Announcement	ReneeDH DeptHeadMgrRS		Open ✎
Assign a Mentor/Onboarding Peer	ReneeDH DeptHeadMgrRS		Open ✎

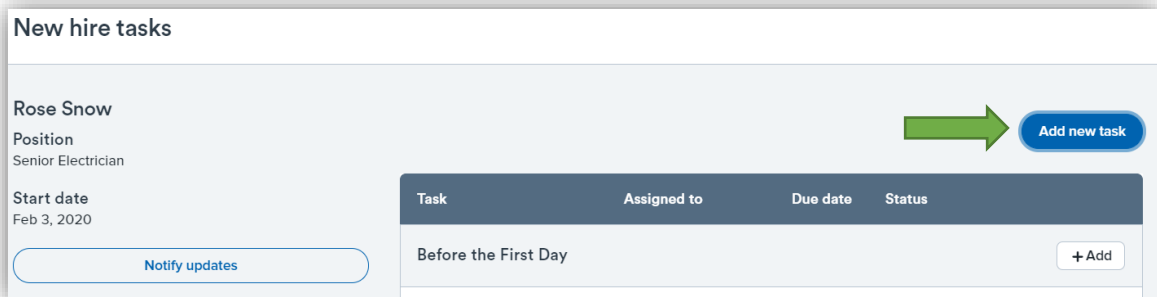
9. To view the task in detail, click on the task name. A pop-up will appear. Supervisor task: If the task is completed, click Complete task. If it is incomplete, click Cancel. Employee task: Click Cancel to close the box; there is no option to mark the task as complete for the employee.



10. You may also edit a task. Click on the pencil icon in the edit column. A pop-up will appear with the task details. You may edit or add specific details for your department. When done editing, click **Update**. Note: You will not be able to edit an employee assigned task.



11. You may assign additional tasks for yourself (i.e. self-reminders, follow-up meeting reminders, etc.) or to the new employee (i.e. department specific training, etc.).
- a. Click **Add new task** and a similar pop-up will appear. When you fill out the task details, click **Create**. The additional task will appear in the complete task list. If the task was assigned to the employee it will appear in **Employee Portal**.



New task [X]

Title*

Group*
 Select [v]

Due date Due time [--:--] [v]

Description Merge fields
 B I U S [list icons] ... [help icon]

- b. You may send an e-mail to the new hire that an update has been made directly through the PageUp system. Click **Notify updates**. A pre-populated email will appear. Make any necessary changes and click **Send**.

New hire tasks

Rose Snow
 Position Senior Electrician

Start date Feb 3, 2020

Task	Assigned to	Due date	Status
Before the First Day			

Email employee [X]

From*
 supervisor@nmu.edu

Subject*
 Onboarding task updated

Message* Merge fields
 B I U S [list icons] ... [help icon]

Dear Rose:
 Please be advised that changes have been made to your onboarding task list.
 To access your onboarding portal and task list, please click on the link below:
[Talent Management System](#)
 Sincerely,