



Onboarding

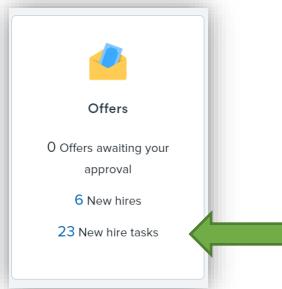
In addition to configuring the hiring proposal and the offer letter, the onboarding process is also configured by Human Resources. After an applicant has been selected and approved, the **Offer Card** is generated. The applicant will receive an e-mail providing guidance on how to view the employment 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 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.

A screenshot of the 'My new hire tasks' search interface. It shows a search bar with 'Employee:' and 'Task:' dropdowns. Under 'Employee:', there are two options: 'Rose Snow' and 'Ashenteen Willabee'. Under 'Task:', there is a list of four items: 'Arrange a Tour', 'Assign a Mentor/Onboarding Peer', 'Assign Mentor Duties', and 'Attend New Hire HR Meeting'. There are checkboxes next to each task item. At the bottom right are 'Clear' and 'Search' buttons.

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 to the name and/or task and click **Search**.

My new hire tasks

Employee:	
<input type="checkbox"/> Rose Snow	
<input checked="" type="checkbox"/> Ashenteen Willabee	

Task:	
<input type="checkbox"/> Arrange a Tour	
<input type="checkbox"/> Assign a Mentor/Onboarding Peer	
<input type="checkbox"/> Assign Mentor Duties	
<input type="checkbox"/> 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](#)

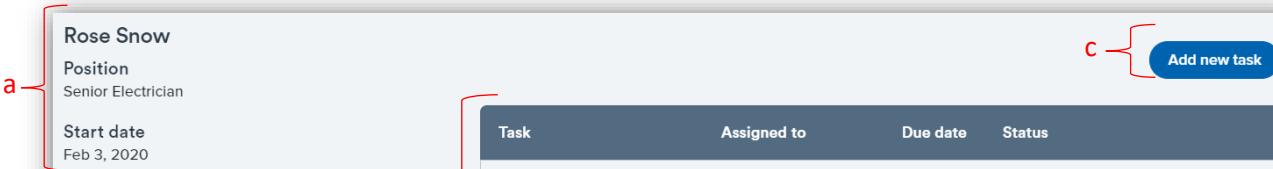
Add optional tasks

No tasks

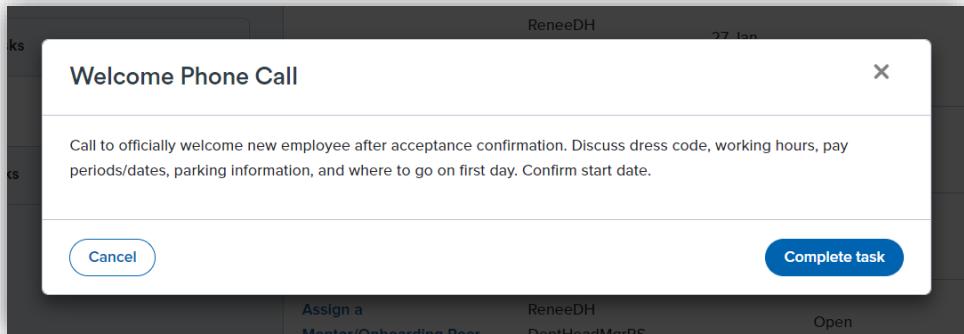
My Favorite Tasks

Task	Assigned to	Due date	Status
Before the First Day			
I9 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

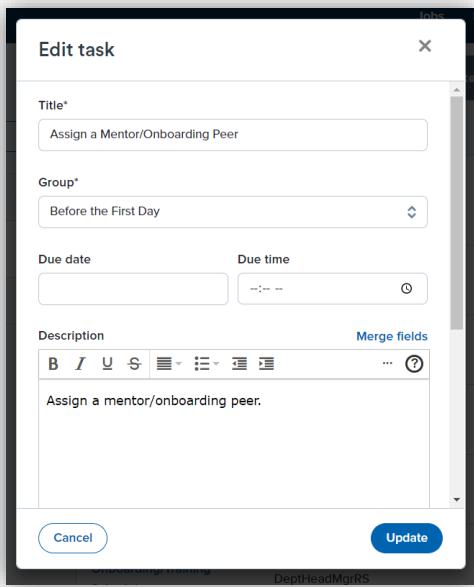
[+ Add](#)



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.).
- 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 hire tasks			
Rose Snow	Position	Add new task	
Senior Electrician			
Start date	Due date	Status	
Feb 3, 2020			
	Before the First Day		+ Add

New task

Title*

Group*

Due date Due time

Description

Merge fields

- 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			

+ Add

Email employee

From*

Subject*

Message*

Merge fields

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,