TALENT MANAGEMENT SYSTEM
Onboarding: Staff Positions

Onboarding

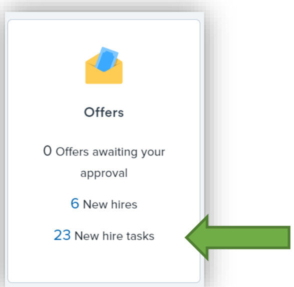
In addition to configuring the hiring proposal and the offer letter, the onboarding process is also configured by Human Resources. After an applicant has been selected and approved, the **Offer Card** is generated. The applicant will receive an e-mail providing guidance on how to view the employment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

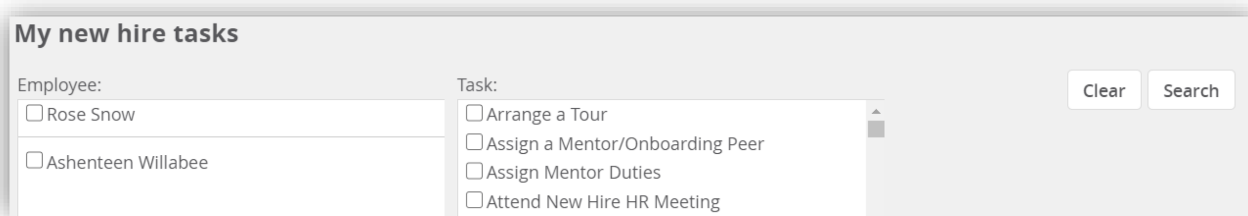
Supervisors will also have new hire tasks to be completed from the day of offer through the employee's probationary period. Tasks assigned to a supervisor are all available through **My Dashboard** and e-mail reminders will be sent. To access assigned tasks

Accessing New Hire Tasks

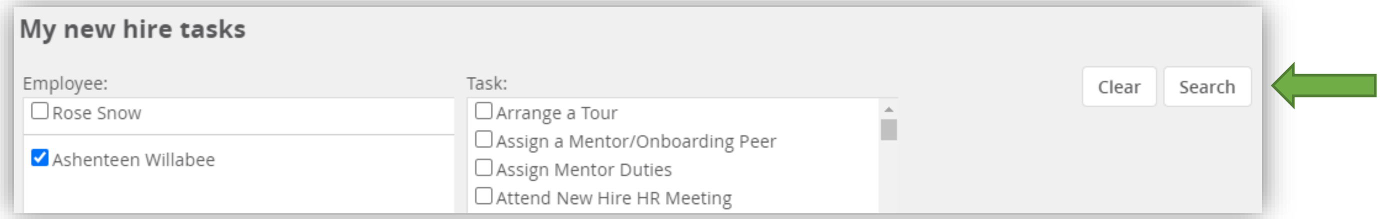
1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage]().
2. Click on the **New hire tasks** link in the **Offers** card on your dashboard.



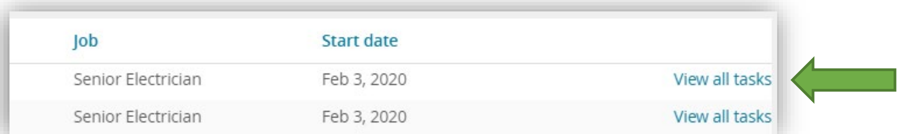
3. If you have more than one new hire, a list of names will appear.



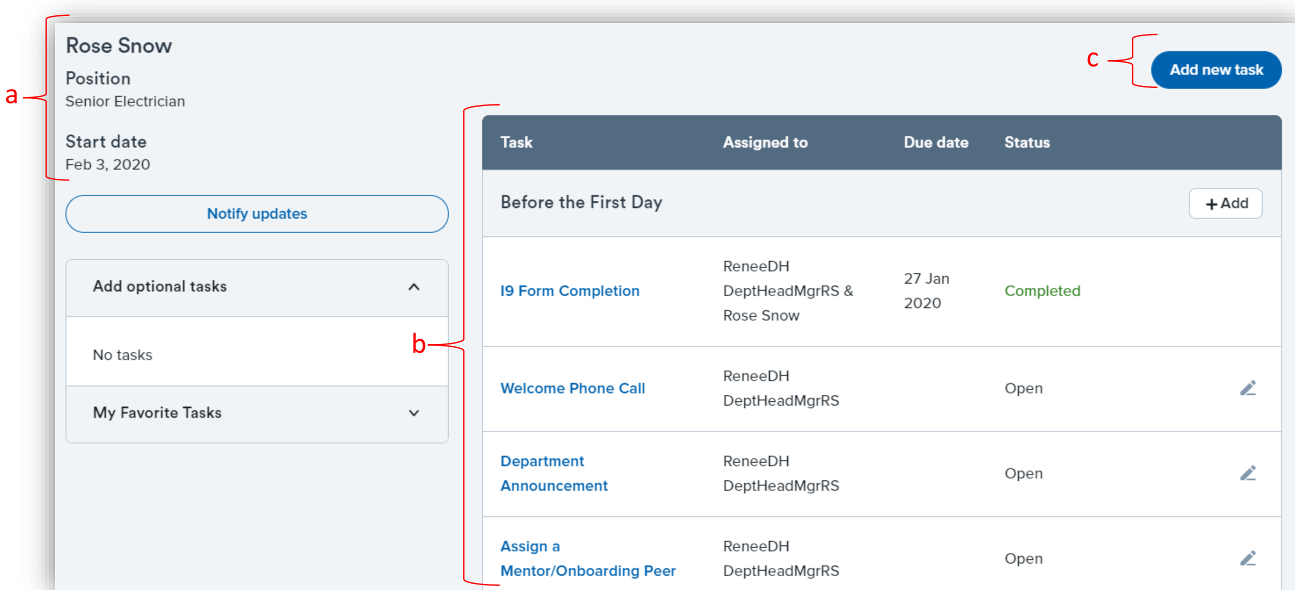
4. A full list of incomplete tasks will be visible below the search bar.
5. Tasks can be search by indiviudal and/or by task name. Check the box next the name and/or task and click **Search**.



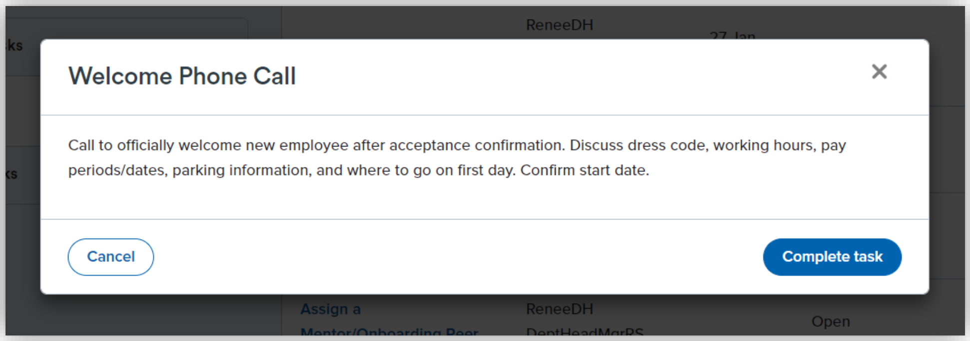
6. To reset the search filters **Clear** and then **Search**.
7. To see all new hire tasks, due dates, status and task details, click **View all tasks** at the end of the row for that indivudal.



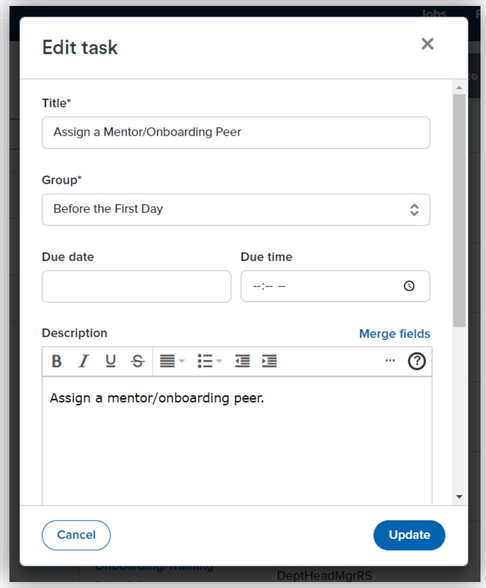
8. The supervisor view of the New hire tasks dashboard will appear. The dashboard includes:
   a. Employee info: name, title, start date
   b. Complete list of onboarding tasks, task assignment, due date, status, and task edit option
   c. Supervisor option to add new tasks



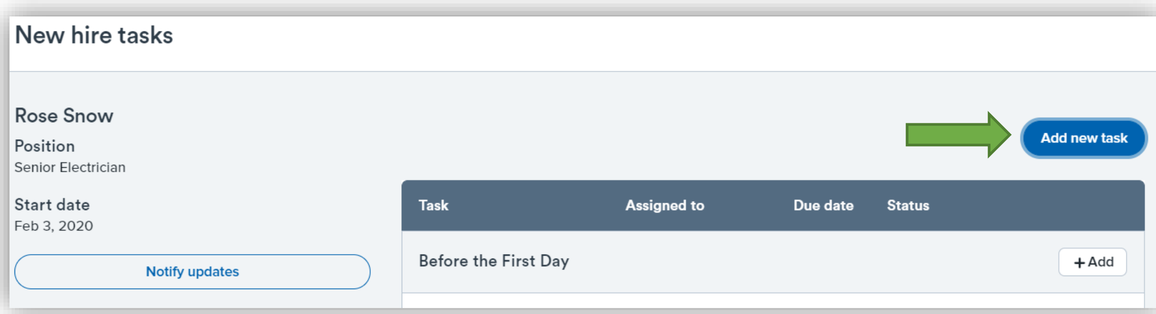
9. To view the task in detail, click on the task name. A pop-up will appear. Supervisor task: If the task is completed, click Complete task. If it is incomplete, click Cancel. Employee task: Click Cancel to close the box; there is no option to mark the task as complete for the employee.

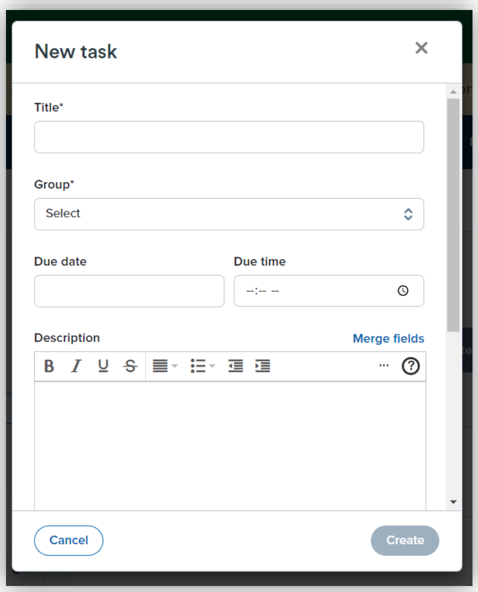


10. You may also edit a task. Click on the pencil icon in the edit column. A pop-up will appear with the task details. You may edit or add specific details for your department. When done editting, click **Update**. Note: You will not be able to edit an employee assigned task.



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**.





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**.