



## **What does the Onboarding portal do on the new system?**

- The onboarding portal on the Recruitment System will display and prompt the new Hiring Manager of all tasks (essential and non-essential) required to induct a new employee

## **As Hiring Manager can I delegate onboarding tasks to another person?**

- Yes, you can nominate another person to be the onboarding delegate. Please inform the Hiring Coordinator managing the role and they can add the person you wish to delegate to.

## **What is the purpose of the tasks?? Do they all have to be actioned?**

- When you first look at the onboarding screens, you will see a number of tasks. They have been provided as a guide and not all of these will be applicable to your school or branch. It is recommended that you review these tasks, identify those that are applicable and create a favourites task list. You can then use this favourites list for managing the tasks for all future new starters.

## **Can I action the tasks at different times?**

- Yes, some tasks will affect essential services such as payroll and are time critical. Other non-essential tasks can be completed prior to or after due date.

## **How can I show that I have completed a task?**

- Once you have completed a task simply check the completed box and it will show that it has been completed. Please note that the Recruitment System does not automatically send any emails for onboarding activities. If an email is required (eg. to advise HR that the new starter commenced work on the starting date), you will need to send this email from your personal mailbox.

## **What will happen if I do not complete some of the tasks?**

- Some tasks affect essential services so it could mean that your new employee will not have card access, equipment or be paid on time. The onboarding delegate will receive a reminder email for overdue tasks.

## **Will the new employee be allocated tasks automatically?**

- Yes. Once a person has accepted their contract and filled in the necessary forms they will be directed to a welcome page that lists their tasks.

## **How can I see if the new employee has completed their tasks?**

- All blue tasks listed are allocated to the new employee and once they have completed the task it will show the date and time completed.

## **Does the new system replace HTGR for organising essential services?**

- The new system will initially use a 'cut-down' version of HTGR for provisioning of essential services. There will be further improvements made to the onboarding process based on ongoing feedback from our users.

**Will there be further changes to onboarding?**

- Yes, the current process for onboarding is just the first phase of an ongoing improvement process for the Onboarding portal, online work flow and enhanced support documentation.

**Can I add tasks to the Onboarding process?**

- Yes, there are optional tasks that you can drag and drop into the list

**Can I create a favourite task list?**

- Yes, you can create a favourite plan and update that plan but this will be in addition to the default University of Adelaide task list.

**Can I notify my new employee that I have completed some tasks?**

- Yes, you simply click on the 'notify' icon and a pre-populated template will appear which you can send to notify the employee of tasks completed.

**Why do some tasks show Hiring Manager and employee to complete?**

- Some tasks require both Hiring Manager and Employee to complete.

**Can I just show the Hiring Manager or Employee task list only?**

- Yes, simply click on the 'Employee task list' or 'Hiring Manager task list' tabs. To view all tasks again click back on 'All Tasks' tab.

**I need to change the start date – will this automatically change the due dates of on boarding tasks?**

- Yes, if the start date on the offer card is changed, task due dates will automatically change to align with this.

Human Resources	Recruitment System FAQ: Onboarding	Effective Date:	25/02/2014	Version 2.0
Authorised by	Manager, Workforce Recruitment & Retention	Review Date:	25/08/2014	Page 2 of 2
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