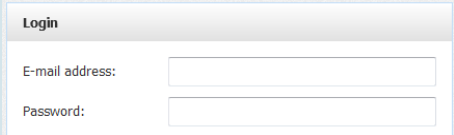
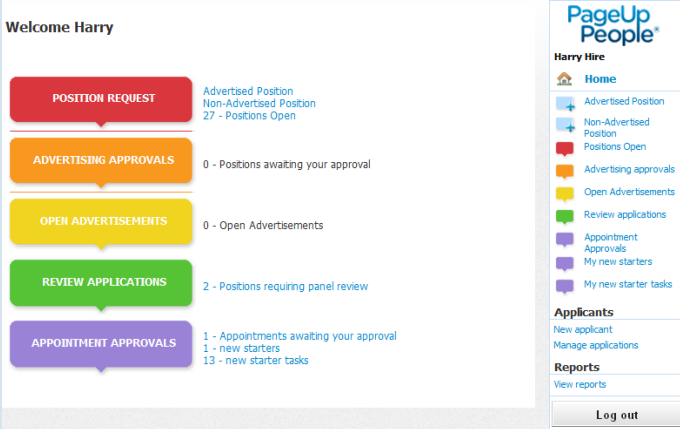
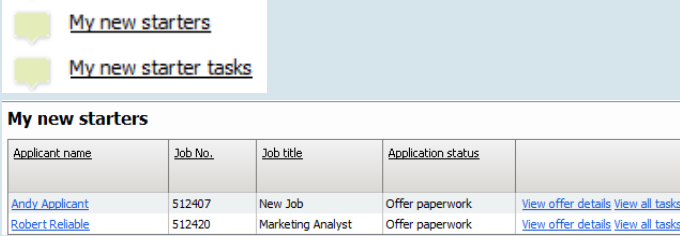
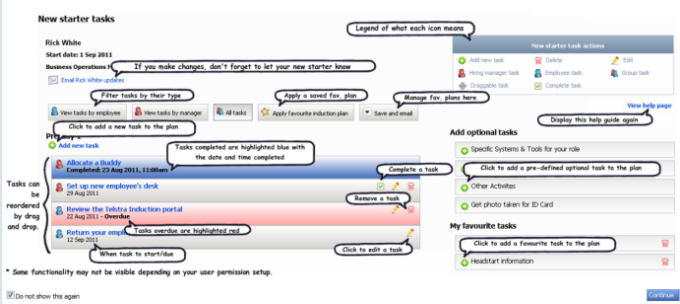




Recruitment centre: Onboarding Hiring Manager Dashboard

What you need to do	What you will see															
<p>STEP 1: Login Login using your login details. NOTE: Ensure you turn pop-up blocker off.</p>																
<p>STEP 2: View Hiring Manager Dashboard You will be able to view the Hiring manager Dashboard. From here you will be able to access My new starters and My new starter tasks</p>																
<p>STEP 3: Viewing New starters From the right hand navigation menu, click My new starters. You will be presented with a list of all new starters. To view the offer details, click View offer details.</p>	 <table border="1" data-bbox="831 1227 1513 1328"> <thead> <tr> <th>Applicant name</th> <th>Job No.</th> <th>Job title</th> <th>Application status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Andy Applicant</td> <td>512407</td> <td>New Job</td> <td>Offer paperwork</td> <td>View offer details View all tasks</td> </tr> <tr> <td>Robert Reliable</td> <td>512420</td> <td>Marketing Analyst</td> <td>Offer paperwork</td> <td>View offer details View all tasks</td> </tr> </tbody> </table>	Applicant name	Job No.	Job title	Application status		Andy Applicant	512407	New Job	Offer paperwork	View offer details View all tasks	Robert Reliable	512420	Marketing Analyst	Offer paperwork	View offer details View all tasks
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<p>STEP 4: View Help text overlay Click View all tasks to view the onboarding plan relating to that new employee. NOTE: A Help text overlay will be shown in a light box upon loading the Onboarding dashboard. Tick the Do not show me this again check box and click Continue to go to the Dashboard. TIP: You can view the Help text overlay page at any time by clicking the View help page link</p>																
<p>STEP 5: View New starter tasks From the onboarding dashboard you are able to view all the Employee tasks and Hiring manager tasks for that new starter. To view only the Hiring Manager tasks, click Hiring Manager task list. Click on the task title to view the details of the task and Mark as Complete.</p>	