



Recruitment Centre: My New Starters – View and create New starter tasks

What you need to do	What you will see															
<p>STEP 1: Access the Onboarding dashboard</p> <p>Logon to the Hiring manager dashboard. Click My new starters from the right hand navigation menu.</p> <p>You will be presented with a list of all new starters. Click View all tasks to view the onboarding plan relating to that new employee.</p>	<p>My new starters</p> <table border="1"> <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 2: View New starter tasks</p> <p>From the onboarding dashboard you are able to view all the Employee tasks and Hiring manager tasks for that new starter.</p> <p>To view only the Hiring Manager tasks, click Hiring Manager task list.</p>	<p>New starter tasks</p> <p>Andy Applicant Start date: 19 Dec 2011 New Job Notify Andy of updates</p> <p>Employee task list Hiring manager task list Apply favourite onboarding plan Save and notify</p> <p>Default Add new task</p> <ul style="list-style-type: none"> Learning activities 18 Dec 2011 Company quiz1 18 Dec 2011 Complete strengths finder 19 Dec 2011 Complete strength finder follow-up test 19 Dec 2011 <p>Add optional tasks There are no optional tasks to choose from as none have been set.</p> <p>My favourite tasks There are no favourite tasks to choose from as none have been set.</p>															
<p>STEP 3: Viewing a task and marking as complete</p> <p>Click on the task title to view the details of the task in a light box.</p> <p>Click Mark as Complete. The task will be highlighted to indicate it as complete.</p> <p>NOTE: You will only be able to complete tasks that are assigned to you. You can only view tasks assigned to an employee.</p>	<p>New starter signed contract?</p> <p>Step due: 19 Dec 2011</p> <p>Please check that the new starter has brought in a signed copy of their employment contract</p> <p>Mark as completed Close</p> <p>New starter signed contract? Completed: 14 Dec 2011, 2:56pm</p> <ul style="list-style-type: none"> New starter provisioning items 14 Dec 2011 <input checked="" type="checkbox"/> Coffee with new starter 17 Dec 2011 <input checked="" type="checkbox"/> 															



STEP 4: Create a new task

Create a new task by clicking **Add new task** located above the existing task list.

You will be prompted to fill in the relevant new task information.

Title: Title of the task.

Group: What workflow heading this task appears under.

Content: Detailed description about the task.

Due date: If task has a specific due/start date, select yes and set when it is due/start based on the number of days before or after the person's start date.

Time: Time of when task is to commence or due.

Activity type:

Task allocated to: Who the task is assigned to.

Add to favourites: Adds the task to My favourite task list. From here you can add the task to other new starters.

Click **Save** when done.

New task

Title:

Group:

Date: Time:

Content:

Activity type:

Task allocated to:

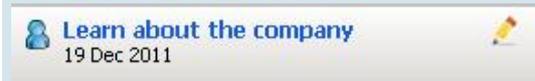
Add to favourites:

STEP 5: Edit a task

Edit an existing task by clicking on the **Pencil** icon against the task.

Update the required information and click **Save**.

NOTE: You can edit a Favourite task the same way.



STEP 6: Add a favourite task

From **My new starters**, click **View all tasks** to view the onboarding plan relating to that new employee.

From the **My favourite** tasks list, click the **Add** icon next to the task you want to add to a new starters onboarding plan.

You will be presented with the option to modify the task prior to adding the task to the onboarding plan.



STEP 7: Notify New starter of changes

Click on the **Notify {name of employee} of updates** link at the bottom of the page to notify the employee of updates to their onboarding plan.

