

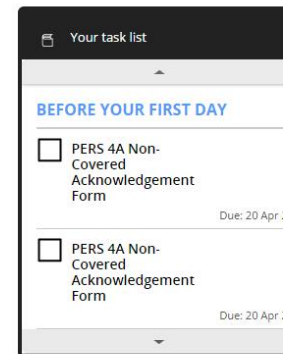
# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

This is an exciting feature in the Recruitment System. The onboarding portal personally welcomes new employees, assigns tasks, and gives access to other important information and links that will be beneficial to new employees. This is a great way to help share and gather information from the employee as well as setting up some expectations. The specific details will change based on the needs of Human Resources and other areas on campus that support setting up a newly hired employee.



Home



Fakey,

Welcome to Mississippi State University! We are excited to have you join the Bulldog family!

As you can see, we are ready for you to begin this new chapter in your career. To the right, you will see "Your Task List". Some of these will need to be done before your first day. Other tasks will be done your first week or your first month. Be sure to take a look at these and please go ahead and get started on those "Before Your First Day" tasks. Should you have any questions, your hiring coordinator will be happy to help you or direct you to the appropriate MSU staff.

We Ring True because of employees like you!

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The MSU Onboarding form will replace the forms listed below. The employee will filled out these forms through the MSU Onboarding portal.

- Personal Demographic Data
- Veterans Post-Offer Self-Identification Form
- Voluntary Self-Identification of Disability Form

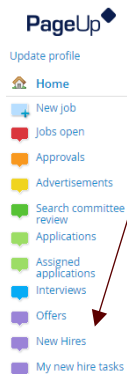
There are eight workflow options that determine the onboarding portal access and what tasks are assigned to an employee.

1. Current Employee – Benefits Eligible to Benefits Eligible Position
2. Current Employee – Moving to Benefits Eligible Position
3. Intermittent Employee
4. Lecturer – New Hire
5. Lecturer – Rehire
6. MSU Rehired Retirees
7. New Employee – Not Current Employee Faculty
8. New Employee – Not Current Employee Staff

Human Resources Management presets some of the onboarding tasks, but the Hiring Coordinator has the ability to add additional tasks. The Hiring Coordinator is responsible for managing the onboarding process, and can help keep the employee on track in completing the tasks. Please note the tasks are assigned based on the workflow you assigned when creating the Offer Card.

### MANAGING THE ONBOARDING PROCESS

- Select **“New Hires”** from the Hamburger menu



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- From this screen, you will see all of the new hires that you are managing tasks.

New Hires			
Applicant name	Requisition Number	Classification title	Application status
<a href="#">Fakey McFake</a>	492211	Test Job	MSU Onboarding Form Complete <a href="#">View offer details</a>   <a href="#">View all tasks</a>
<a href="#">Darrell Easley</a>	492211	Test Job	MSU Onboarding Form Complete <a href="#">View offer details</a>   <a href="#">View all tasks</a>
<a href="#">Clark Griswald</a>	492534	Custodian II	New <a href="#">View offer details</a>   <a href="#">View all tasks</a>
<a href="#">Adam Zepeda</a>	492534	Custodian II	New <a href="#">View offer details</a>

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**PageUp**

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[Home](#)

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[Jobs open](#)

[Approvals](#)

[Advertisements](#)

[Search committee review](#)

[Applications](#)

[Assigned](#)

- Select **“View All Tasks”**, this will take you to the **New Hire Tasks** screen.

### New hire tasks

Fakey McFake

Start date: 27 Apr 2016  
Test Job

Notify updates

External tasks  
There are currently no external tasks

Before your first day  
[Add new task](#)

- PERS 4A Non-Covered Acknowledgement Form  
20 Apr 2016 - Overdue 🗑️
- PERS 4A Non-Covered Acknowledgement Form  
20 Apr 2016 - Overdue 🗑️
- Background Screen Authorization  
20 Apr 2016 (Hiring Manager completed and pending employee completion) 🗑️
- Employment Action Form (EAF)  
Completed: 9 Jun 2016, 11:44am 🗑️
- Direct Deposit Enrollment  
20 Apr 2016 - Overdue 🗑️
- Federal and State Tax Forms  
20 Apr 2016 - Overdue 🗑️
- I9 Form completion  
20 Apr 2016 - Overdue 🗑️
- New Health Insurance Marketplace Coverage Form  
20 Apr 2016 - Overdue 🗑️
- New Hire Policies  
27 Apr 2016 - Overdue 🗑️
- PARF Closing  
20 Apr 2016 - Overdue 🗑️
- PERS 4A Non-Covered Acknowledgement Form  
20 Apr 2016 (Hiring Manager completed and pending employee completion) 🗑️

New hire task actions

Add optional tasks

- [PERS 4A Non-Covered Acknowledgement Form](#)

My Favorite Tasks

- [Take Team Plus Employee to Lunch](#)

**PageUp**

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[My new hire tasks](#)

**Jobs**

Manage jobs

**Applicants**

New applicant

Applicant search

Manage applications

**Events**

New event

Manage events

...

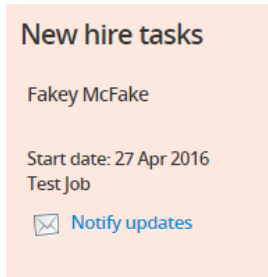
**Documents**

[Logout](#)

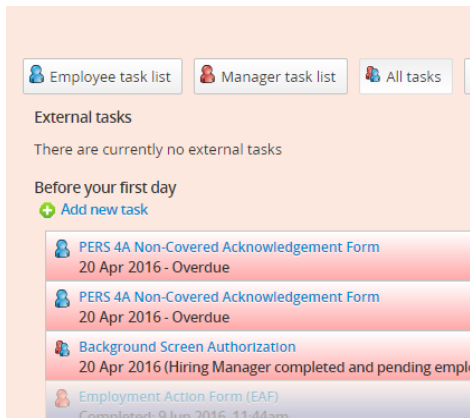
# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

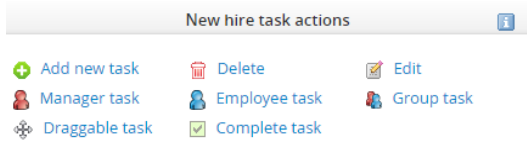
- The **New Hire Tasks** screen is made up of the following:
  - The Applicant/Requisition Details



- Employee Tasks/Hiring Coordinator Tasks



- The Symbol Legend



# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

- To view the details of an assigned task, click on the task and the details will appear in a pop-up box. You can either view and close the task or mark the task complete (you can only mark the task complete if it assigned to the Hiring Coordinator).

- Task Bar



- Pop-Up Box

**PERS 4A Non-Covered Acknowledgement Form**

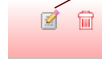
Step due: 20 Apr 2016

Only if the employee's FTE is less than 50% - unless the employee is employed and contributing to the Public Employees' Retirement System with another covered employer.

<http://www.pers.state.ms.us/pdf/Forms/Form4A.pdf>

Close

- To edit an assigned task, click the **“Edit Task Symbol”** the changes.



within the task bar. Select the symbol with the pencil, make your changes and save

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- The pop-up box below will appear.

**Edit task**

Title:

Group:

Date:  Time:

Content: [Merge fields](#)

**B I**

Background Screen Authorization Form - <http://hrm.msstate.edu/forms/downloadfile.php?id=250>

For more information please see, University Policy, HRM 60-122, Pre-Employment Criminal Background Screens - <http://www.msstate.edu/dept/audit/60122.html>

Activity type:

Task allocated to:

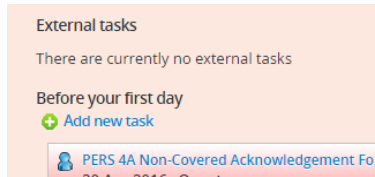
Add to favorites:

- Select **“Save”**

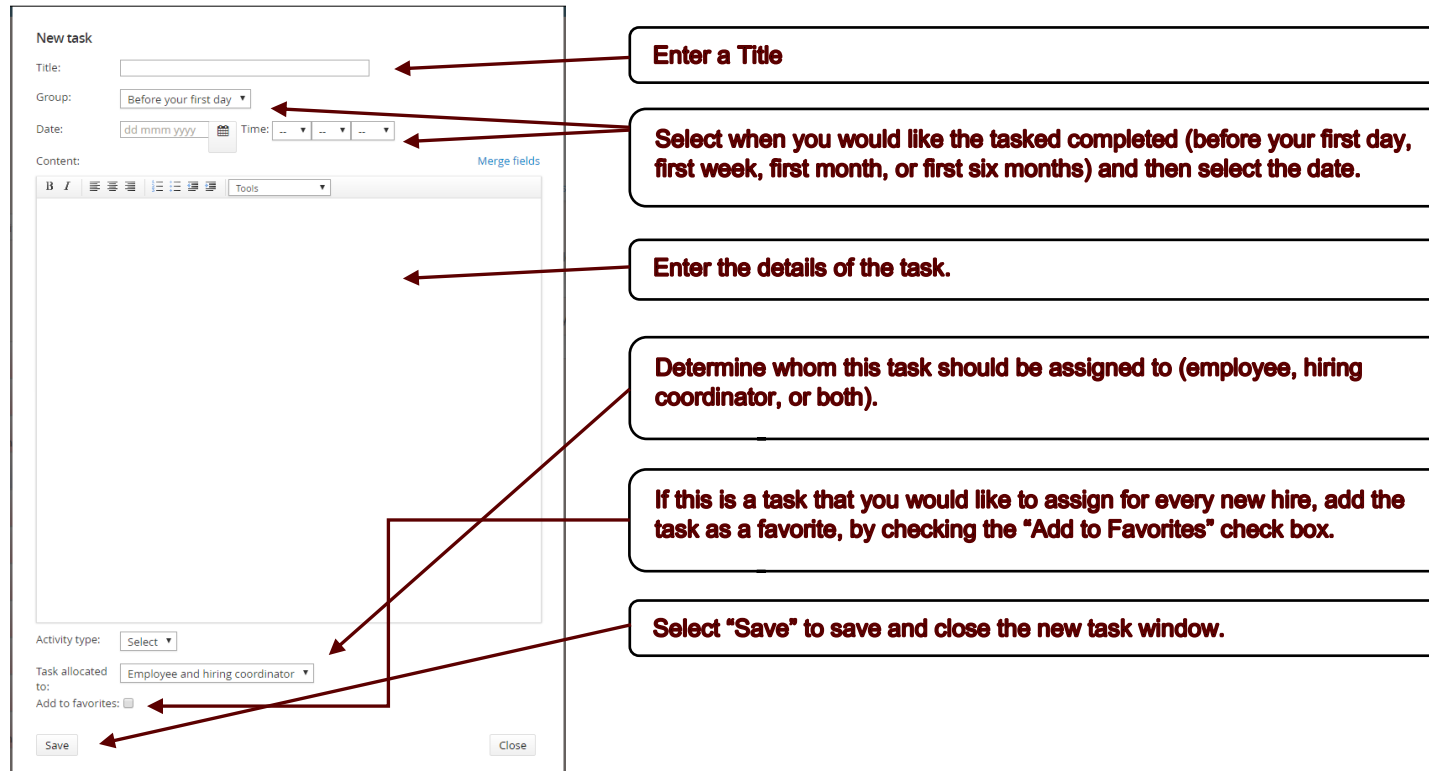
# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

- To add a new task, select the **“Add New Task Symbol”**



- The pop-up box below will appear



**Enter a Title**

**Select when you would like the task completed (before your first day, first week, first month, or first six months) and then select the date.**

**Enter the details of the task.**

**Determine whom this task should be assigned to (employee, hiring coordinator, or both).**

**If this is a task that you would like to assign for every new hire, add the task as a favorite, by checking the “Add to Favorites” check box.**

**Select “Save” to save and close the new task window.**