

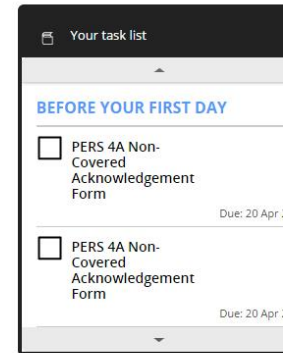
MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

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

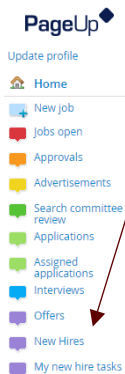
There are eight workflow options that determine the onboarding portal access and what tasks are assigned to an employee.

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
Fakey McFake	492211	Test Job	MSU Onboarding Form Complete
Darrell Easley	492211	Test Job	MSU Onboarding Form Complete
Clark Griswald	492534	Custodian II	New
Adam Zepeda	492534	Custodian II	New

Page 1 of 1 |

Records 1 to 4 of 4

PageUp

Update profile

Home

New job

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 new task
 Delete
 Edit

Manager task
 Employee task
 Group task

Draggable task
 Complete task

Add optional tasks

PERS 4A Non-Covered Acknowledgement Form

My Favorite Tasks

Take Team Plus Employee to Lunch

PageUp

Update profile

Home

New job

Jobs open

Approvals

Advertisements

Search committee review

Applications

Assigned applications

Interviews

Offers

New Hires

My new hire tasks

Jobs

Manage jobs

Applicants

New applicant

Applicant search

Manage applications

Events

New event

Manage events

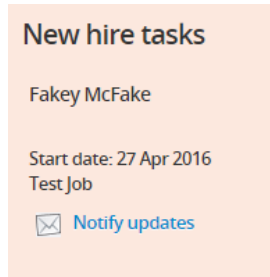
...

Documents

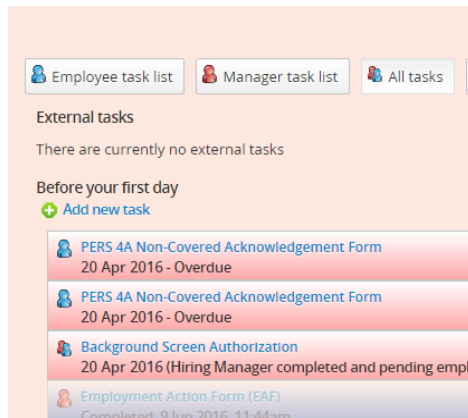
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MANAGING THE ONBOARDING PROCESS

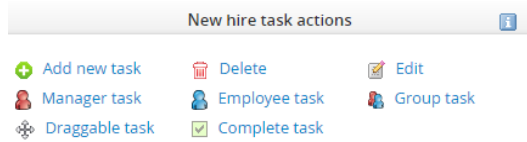
- The **New Hire Tasks** screen is made up of the following:
 - The Applicant/Requisition Details



- Employee Tasks/Hiring Coordinator Tasks



- The Symbol Legend



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- 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

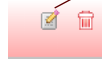
Step due: 20 Apr 2016

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://hm.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:

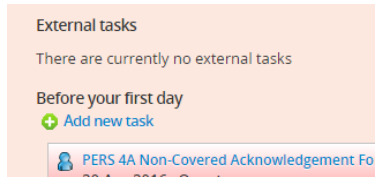
Add to favorites:

- Select **“Save”**

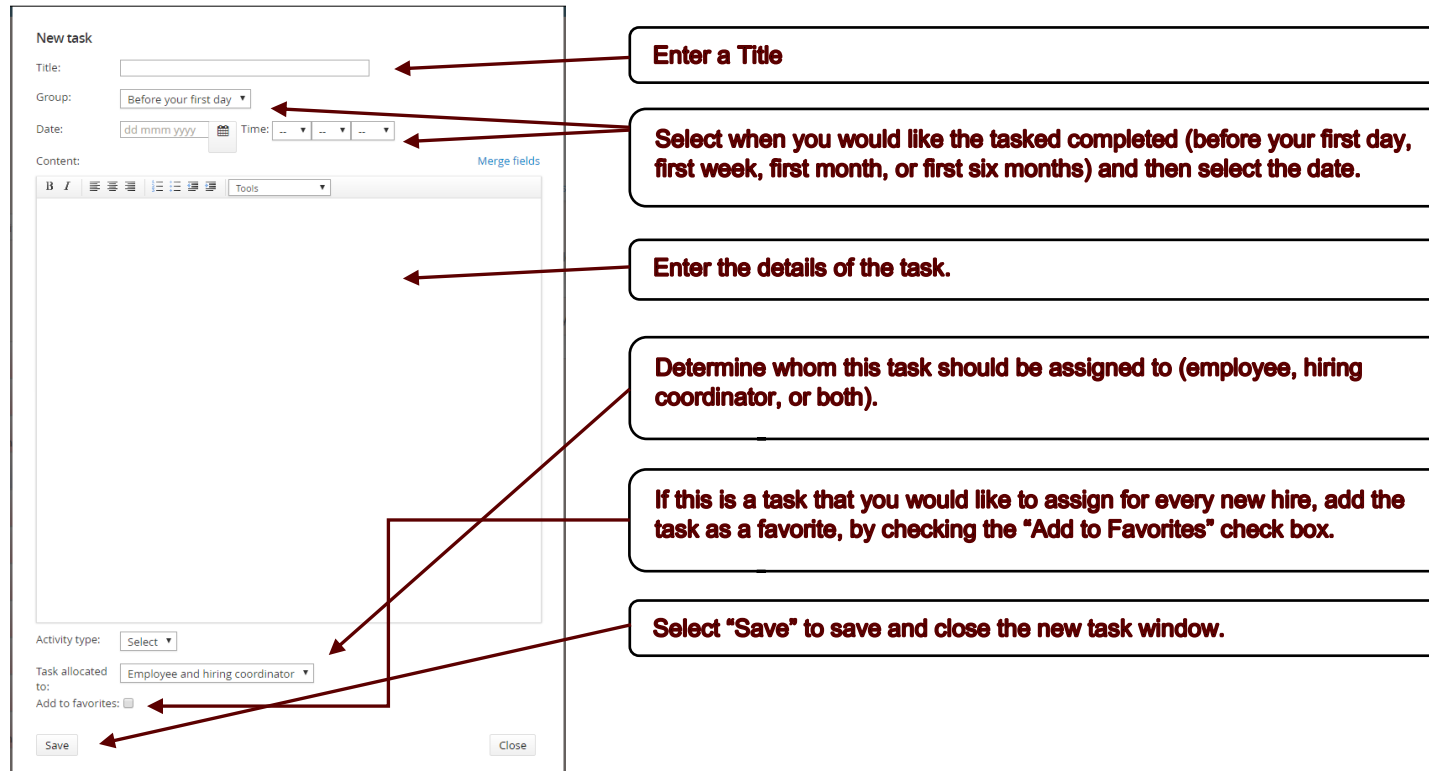
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- To add a new task, select the **“Add New Task Symbol”**



- 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.