

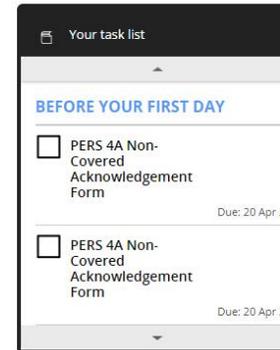
# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## 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!

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

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

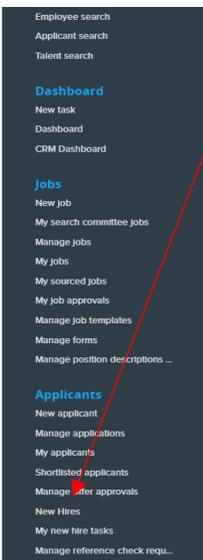
There are eight workflow options that determine the onboarding portal access and what tasks are assigned to an employee.

1. Current Employee – Benefits Eligible to Benefits Eligible Position
2. Current Employee – Moving to Benefits Eligible Position
3. Intermittent Employee
4. Lecturers
5. MSU Rehired Retirees – New Hire or Rehire w/ Break
6. MSU Rehired Retirees – Rehire/No Break
7. New Employee – Faculty
8. New 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



# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

- 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	508590	Academic Records Assistant	Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)	<a href="#">View offer details</a> <a href="#">View all tasks</a>

Page 1 of 1

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

### New hire tasks

**Fakey McFake**  
Position  
Academic Records Assistant  
Start date  
Jan 16, 2025

Assigned to  
All tasks | Manager | **Employee**

[Notify updates](#) [Add new task](#)

Task	Assigned to	Due date	Status	
<b>Getting Started - Before your first day</b> <a href="#">+ Add</a>				
<a href="#">HRM - New Hire Paperwork</a>	Fakey McFake		Open	<a href="#">✎</a>
<a href="#">NetPassword</a>	Fakey McFake		Open	<a href="#">✎</a>
<a href="#">Direct Deposit Enrollment</a>	Fakey McFake		Open	<a href="#">✎</a> <a href="#">🗑</a>
<b>Getting Started - During your first week</b> <a href="#">+ Add</a>				
<a href="#">Two-Factor Authentication</a>	Fakey McFake	21 Jan 2025	Open	<a href="#">✎</a>
<a href="#">Parking Permits</a>	Fakey McFake		Open	<a href="#">✎</a> <a href="#">🗑</a>
<a href="#">MSU ID Card</a>	Fakey McFake		Open	<a href="#">✎</a> <a href="#">🗑</a>
<a href="#">Register for MSU's Maroon Alert</a>	Fakey McFake	31 Jan 2025	Open	<a href="#">✎</a>

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

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

**Fakey McFake**  
**Position**  
Academic Records Assistant

**Start date**  
Jan 16, 2025

[Notify updates](#)

- Employee Tasks/Hiring Coordinator Tasks

Assigned to

All tasks	Manager	Employee
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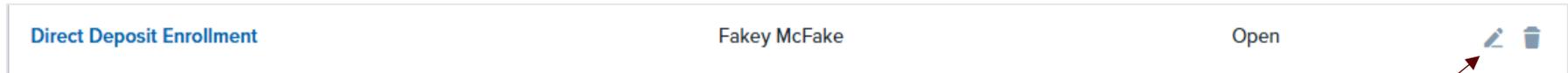
Task	Assigned to
Getting Started - Before your first day	
<a href="#">HRM - New Hire Paperwork</a>	Fakey McFake
<a href="#">NetPassword</a>	Fakey McFake

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

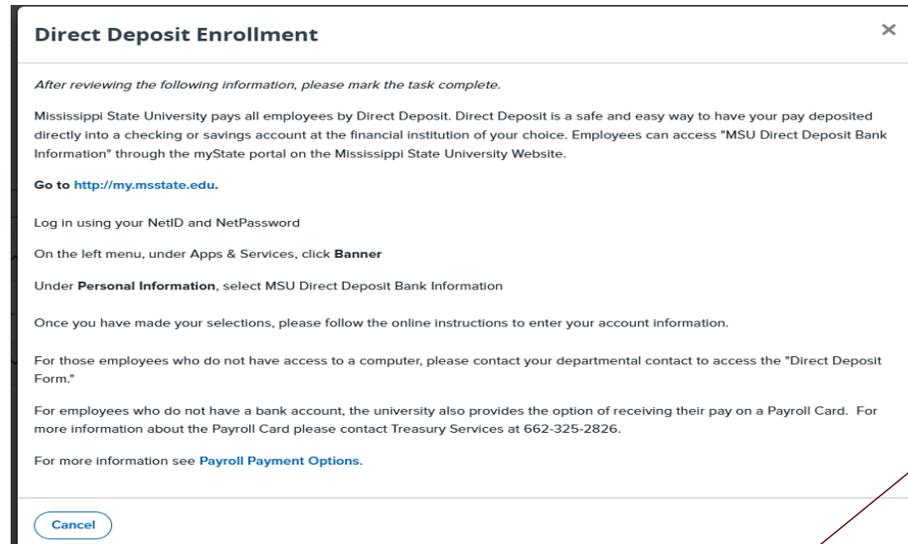
## MANAGING THE ONBOARDING PROCESS

- 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



- To edit an assigned task, click the **“Edit Task Symbol”** within the task bar. Select the symbol with the pencil, make your changes and save the changes.



# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

- The pop-up box below will appear.

The screenshot shows a pop-up window titled "Edit task" with a close button (X) in the top right corner. The form contains the following fields and options:

- Title\***: A text input field containing "Direct Deposit Enrollment".
- Group\***: A dropdown menu showing "Getting Started - Before your first day".
- Due date**: A date picker field.
- Due time**: A time picker field showing "--:--".
- Description**: A rich text editor with a toolbar (Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Help) and a "Merge fields" link. The text area contains:  
*After reviewing the following information, please mark the tas*  
Mississippi State University pays all employees by Direct Depo  
pay deposited directly into a checking or savings account at th  
access "MSU Direct Deposit Bank Information" through the my  
**Go to <http://my.msstate.edu>.**  
Log in using your NetID and NetPassword
- Task allocated to\***: Radio buttons for "Both", "Manager", and "Employee" (which is selected).

At the bottom of the form are two buttons: "Cancel" and "Update".

- Select **“Update.”**

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGING THE ONBOARDING PROCESS

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

### New hire tasks

**Fakey McFake**  
Position  
Academic Records Assistant

Assigned to  
 All tasks  Manager  Employee

**New task** [X]

Title\*

Group\*

Due date

Description

Task allocated to\*  
 Both  Manager  Employee

Add to favorites

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