## Onboarding using the Taleo Hiring Manager Dashboard

- Log into Taleo with your BlazerID. Taleo can be accessed <u>here</u>, or through uab.edu/adminsys.
- After logging in, you will land on the Taleo welcome page.

	UAB Taleo Recruiting System
Centers	No changes have been made to the Recruiting module with the Onboarding go live. Click Recruiting, Requisitions or Candidates on the left navigation to access your normal recruiting tools.
Recruiting	Introducing the Becoming a Blazer Onboarding Program
Quick Access	
Onboarding (Transitions) Requisitions	The first part of becoming a Blazer is initiated by Recruitment Services through Taleo. The new employee will be assigned transactional tasks through the system once they are placed in the Hire status. Recruitment Services will work closely with the department to make sure the following tasks are completed.
Candidates	Sending the hire letter that includes Taleo log-in instructions
	Completion of section 1 and 2 of the I-9
	<ul> <li>instance and completion of the ALL time accument</li> <li>Other tasks assigned to the new hire through TakeD Task List</li> </ul>
	By click Onboarding (Transitions) in the left navigation under Quick Access, Hiring Manager's are able to track the progress of the new hires' tasks. Visit uab.edu/newemployee for more information.

- To access **requisitions/candidates**, click **Recruiting** on the top toolbar or navigate directly to candidates/requisitions using the links on the left toolbar.
- To access onboarding for new hires, click Onboarding (Transitions).
- Use Taleo's Home button to return to the Welcome Page.

The onboarding center is split into two sections: Tasks and Processes. The majority of your onboarding work will take place under the Processes tab.

• Use the **Refine By** dropdown menu to filter new hires by process status. It is not possible to delete new hires from the onboarding list once they complete their tasks.

n Onboarding (Transitions)									
Quick Access	Onboarding (Transitions) Center								
Recently Viewed Items Joel Martin	Onboarding (Transitions) Center The Onboarding (Transitions) page displays all the Onboarding (Transitions) tasks and processes that you can access. More linfo								
	Tasks   Create								
	Refine by My Opened Tasks V	Refreah							30
	Name 🛦 Due Date	Candid	date/Employee	Priority	Status	Assigned to	Owne	od by Actions	
	The list of tasks is currently empty. Processes							4 5	<b>}</b>
Process Type All Progress Te Start Date ost Start Date							1-1	l out of 1   😹 🛋 1 🝉 [	ðð-
	Candidate/Employee  Dela	ayed	Jo	b Title		Start Date	Status	Progression	
	Martin Joel D Sus Com New Key	mpleted nceled w Hire /word	ew Blazer Task List INT	ORMATION SECURITY ENGINE	RII-ENT	Mar 27, 2017	In progress	i out of 1   🛃 🛃 1 🕨 [	20.

└→ Choosing "In Progress" allows you to view new hires currently working on the task list.

To view more information regarding an employee's progress, click the employee's name.

- The General Information section provides basic personal information about the new hire.
- If you need additional information on the new hire, click Details.

coarding (Transitione) Center > Joel D Martin	
Process - Joel Martin   Send Correspondence This page allows you to see process information related to this candidate/employ	yee. More info
	Start Data
Joel D Martin	Monday, March 27, 2017, 8:00 AM
Home Phone Number	Email Address
Job Title	Manager Kendra Thompson

 $\mapsto$  General Information view with option to view details if needed.

nint		
Requisition Information		
Requisition ID	Requisition Title INFORMATION SECURITY ENGINEER II-ENT	
Positions Reports To	Job Code 1020071	
Work Location	Position Number	
Hospital Shift Differential NA	Hiring Manager Kendra L Thompson	
Campus Shift Differential	GL Code/PTAO	
Recruiter Name		

 $\rightarrow$  The complete hire form.

## The Steps section provides date and statuses for each task assigned to the new hire.

Name	Start Date	Due Date	Status	Assignees
Start OB	Mar 3, 2017	Mar 3, 2017	Completed	
JAB Campus Welcome	Mar 3, 2017	Mar 24, 2017	Completed	Joel D Martin
JAB BlazerID	Mar 3, 2017	Mar 7, 2017	In progress	Joel D Martin
JAB I-9 Section 1	Mar 3, 2017	Mar 17, 2017	In progress	Joel D Martin
JAB Enterprise Code of Conduct	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
IAB Memorandum of Record	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
IAB Patent Policy and Agreement	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
IAB LMS & Lynda.com	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
JAB Campus Self Service & Benefits	Mar 3, 2017	Mar 6, 2017	In progress	Joel D Martin
IAB Campus Parking	Mar 3, 2017	Mar 6, 2017	In progress	Joel D Martin
JAB Self Identification Forms	Mar 3, 2017	Mar 17, 2017	In progress	Joel D Martin
IAB One Card Instructions Candidate	Mar 3, 2017	Mar 6, 2017	In progress	Joel D Martin
IAB Pick A time for Section 2 of I-9			Not Started	
JAB HM Start Onboarding notification	Mar 3, 2017	Mar 10, 2017	Completed	Kendra L Thompson
JAB Campus Parking Application	Mar 3, 2017	Mar 24, 2017	In progress	Joel D Martin

→ The process overview for an individual employee.