Introduction
When a candidate accepts their offer and completes their new hire form in CHRS Recruiting, they are given access to the Employee Portal and assigned an onboarding task list. The task list contains items to be done before their first day, on their first day, during their first week, and so on. Some of the items are required while others are optional. Only the incoming employees can see these pages, but it may be helpful for administrative staff, department chairs, and hiring managers to understand the employee’s point of view.

View the Employee Portal

Login to the Careers Portal
1. The candidate can login at any time from the Careers portal by clicking Applicant Login (A)

Navigate to the Employee Portal
1. Click Go to employee portal (A)
2. Incomplete and Submitted applications will be displayed on the page (B); the employee can choose to act on the applications at any time
From the Onboarding Portal the employee can:

1. Visit the University Personnel website (A)
2. Visit the MyBenefits section of the UP website (B)
3. View and take action on their tasklist (C)
4. Watch a campus video (D)
5. Receive a personalized greeting (E) and welcome message
The Welcome Message

The candidate is personally welcomed (F) and provided important information about their task list and other information that may be of interest on campus including:

1. Campus Map
2. Review My Benefits
3. Visit New Faculty, Staff & MPPs

Completing a Task

1. When the employee selects a task from the task list, a small window opens containing information about the task (G); some tasks contain links to videos, some links to webpages, and others are purely informational
2. Once the task is complete, they should click Mark as completed (H)
Completed Tasks

1. Once completed, the task is crossed off on the list and a checkmark appears where the due date was previously (I) – Note: Depending on your browser, the task may appear as if it’s underlined as opposed to crossed out.

2. To view additional tasks, the employee can use the scroll arrows at the top and bottom of the list (J).