Monitoring the Onboarding Process

The onboarding module of recruiting allows UW to begin making new employee tasks more formal and organized. It includes items new hires can complete prior to their first day as well as tasks and information for their first day, 30th day and beyond. This will allow new hires to both have the resources they need to be successful as well as aide them in integrating into the campus community.

The Human Resources Employment Partners will build this onboarding experience for new employees. Specific onboarding tasks will be customized based upon the type of employee (ie: benefited vs. non-benefited). Hiring Managers (Supervisors) will be able to review their employees’ progress through each step.

The following is a list of some of the items which will be included at go-live:

- Electronic version of candidates offer letter/certificate of employment
- Directions on how to complete the required I-9
- WyoOne ID Card and Parking information
- New Employee Orientation: Human Resources information, Employee Handbook, and Benefits
- New Employee Training (ie: Harassment & Discrimination Prevention, Cyber Security, WyoCloud training)
- Ways to get involved in the campus and Laramie communities

This guide will cover:

- How to view onboarding progress and status of hired candidates as the hiring manager.

**Step One**

Navigate to the Recruiting section of WyoCloud from WyoWeb.

- Upon signing in, the homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left corner.
Select **Recruiting** under the My Team header within the Navigator.

The Taleo Recruiting home page will display:

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**Step Two**

Navigate to the Onboarding (Transitions) Center to view the candidate’s progress on their onboarding tasks.

- Under **Quick Access** on the left, select **Onboarding (Transitions)**.
In the Onboarding (Transitions) Center, Hiring Managers will only be able to see candidates for requisitions for which they are the owner.

In the Processes section, the list can be narrowed down by using the **Refine by** drop down. It is recommended to choose New Hire from this drop down then type in the candidate’s name.

A visual of the candidate’s progress is seen on the right of their name in the **Progression** column.

To see more details of the onboarding tasks, click on the candidate’s **name**.

On the candidate’s **Process** page, more information about the candidate is available, including email, phone number, job title, supervisors, start date, and status in the onboarding tasks.
Scroll to the **Steps** section to see specifically where the candidate is in the onboarding process.

Scroll down to **Candidate Files** to see any files related to the candidate.

You have now completed the steps of how to monitor the onboarding process for a candidate.