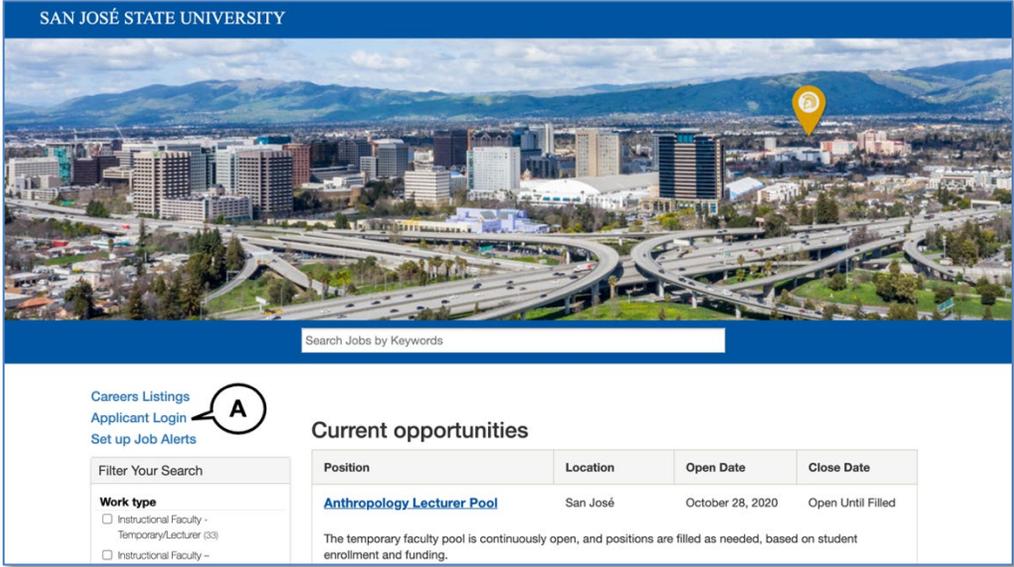
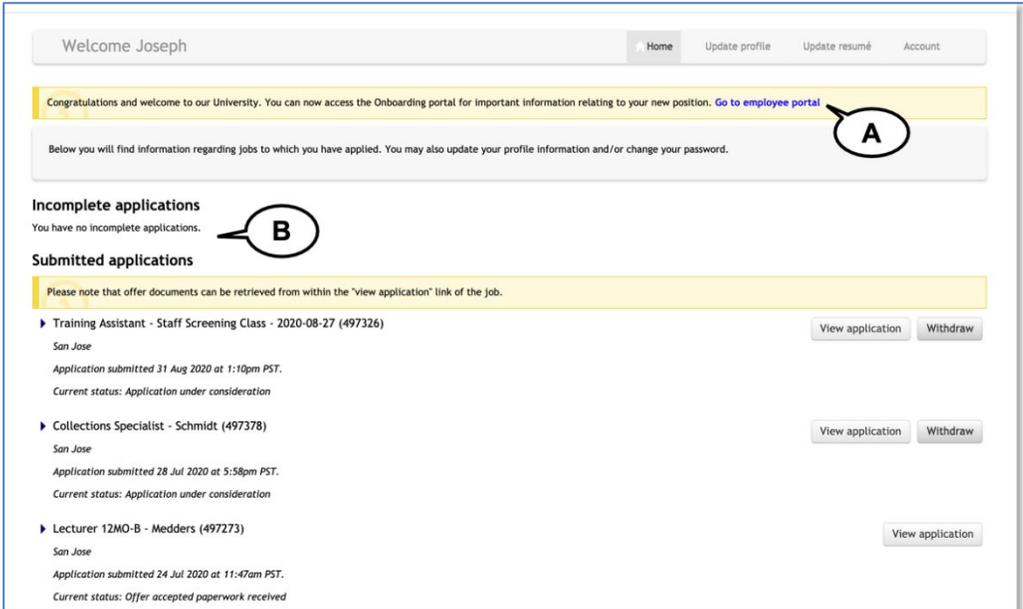


**Introduction**

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**

<p><b>Login to the Careers Portal</b></p> <ol style="list-style-type: none"> <li>The candidate can login at any time from the Careers portal by clicking Applicant Login (A)</li> </ol>	
<p><b>Navigate to the Employee Portal</b></p> <ol style="list-style-type: none"> <li>Click Go to employee portal (A)</li> <li>Incomplete and Submitted applications will be displayed on the page (B); the employee can choose to act on the applications at any time</li> </ol>	

**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 screenshot shows the SJSU University Personnel onboarding portal. At the top, there is a navigation bar with 'SAN JOSÉ STATE UNIVERSITY', 'Welcome to San José State!', and 'University Personnel'. Below this is a large banner image of a group of people, with callout box A pointing to it. Under the banner is a navigation menu with 'SJSU Home', 'New Employees', and 'My Benefits', with callout box B pointing to 'My Benefits'. The main content area is titled 'Welcome to San José State!' and features a video player with a play button and callout box D. Below the video is a personalized greeting: 'Welcome, Cynthia!' followed by a message and callout box E. To the right is a 'Your Tasklist' section with callout box C, containing a table of tasks.

Your Tasklist	
<b>Before your first day</b>	
<a href="#">SJ-SJSU/CSU Overview</a>	Due: 13 Jan 2023
<a href="#">SJ-University Personnel Overview</a>	Due: 13 Jan 2023
<a href="#">SJ-Payroll &amp; Benefits</a>	Due: 13 Jan 2023
<a href="#">SJ-Confirm receipt of SJSU ID and email</a>	Due: 13 Jan 2023
<a href="#">SJ-New Hire Paperwork and Packet</a>	Due: 13 Jan 2023
<a href="#">SJ-Get Your Tower Card!</a>	Due: 13 Jan 2023

**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

**Welcome to San José State!**

Transformation and Impact – We Ar...

Welcome, Cynthia!

We look forward to meeting you in person but there are a few things you need to know before you arrive.

To begin, please review your task list and mark items complete when you finish them. You will find the task list to the right of this message or below it, depending on your device. Each task has a due date and some items must be completed before you arrive on campus for your first day of work.

A few additional items we suggest reviewing before your arrival on campus:

- Review the [campus map](#) and locate University Personnel (D2) as well as your office/work space
- [Review My Benefits](#) prior to meeting with your Benefits Representative
- [Visit New Faculty, Staff & MPPs](#) to find information to help you navigate your first days on campus

Congratulations on your new position at SJSU. We are excited to welcome you to the Spartan community!

**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)

**SJ-University Personnel Overview**

Step due: 13 Jan 2023

University Personnel supports all faculty, staff and student employees in everything from benefits to payroll to training. Our **webpage** is robust and provides employees with information on every aspect of their career at SJSU.

We recommend visiting these pages to get started:

**New Faculty, Staff and MPPs**

**Our Teams**

**News**

Mark as completed

Close

**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)

