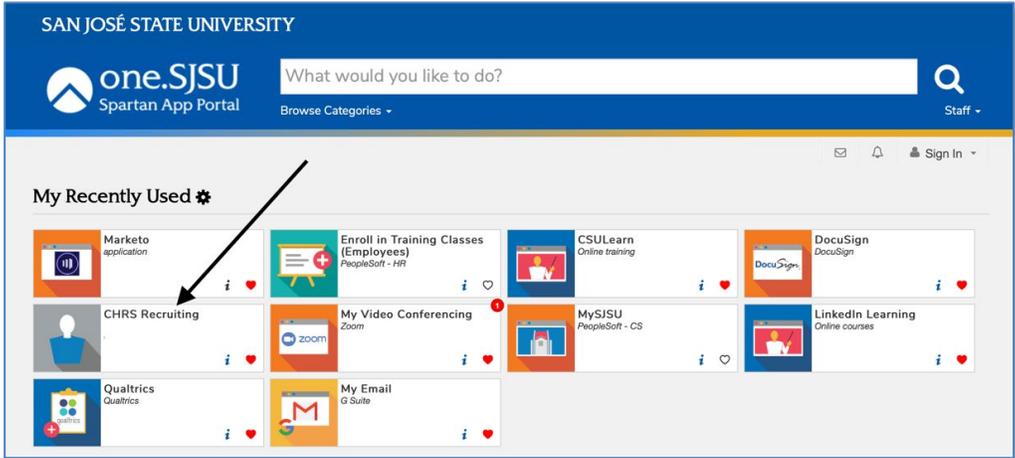
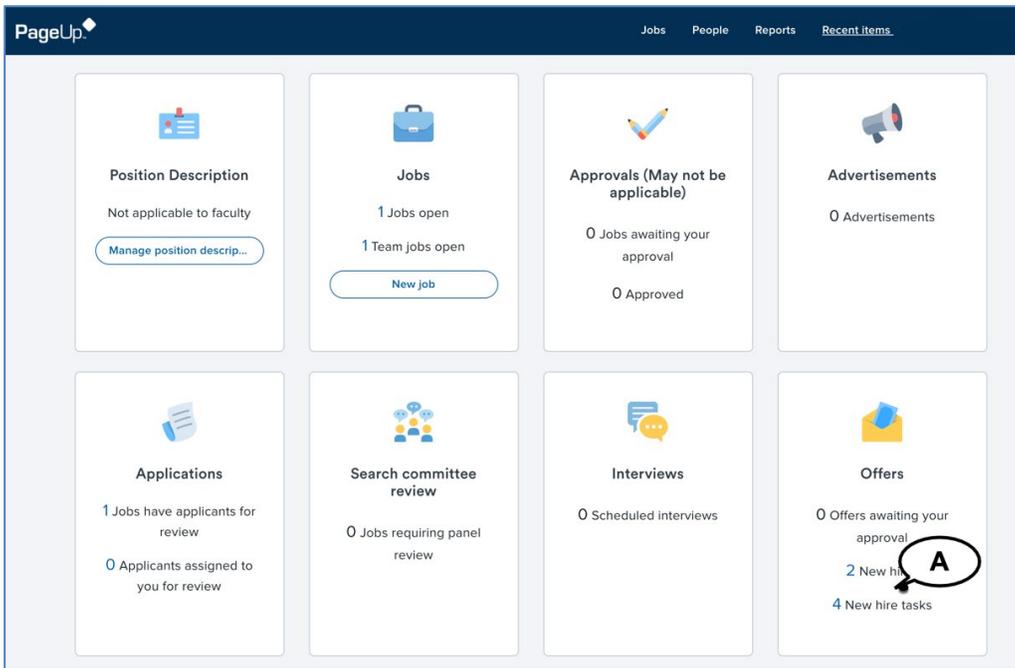


**Introduction**

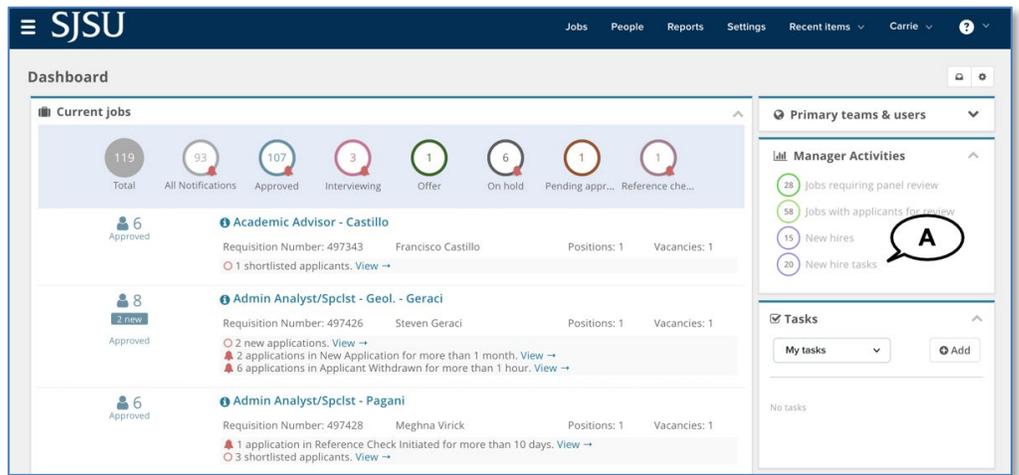
When an employee is hired through the CHRS Recruiting system, they are assigned an onboarding task list. The task list contains items to be done before their first day, on their first day, during their first week, and so on. Some of the items are required while others are optional. Hiring managers or their onboarding delegates should review the task lists for their incoming employees to ensure tasks are completed in a timely manner.

Optional tasks are assigned to the hiring manager/onboarding delegate that should also be monitored and completed.

**Step-by-Step Process to View Assigned Tasks**

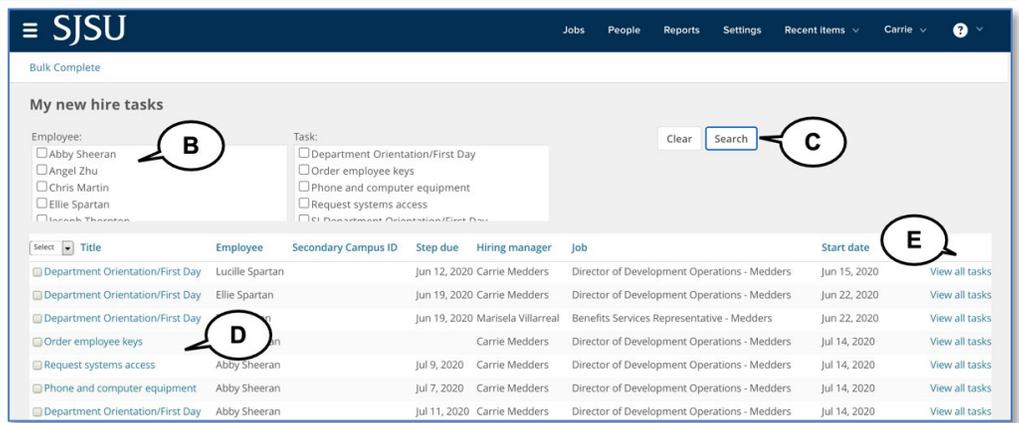
<p><b>Log into CHRS Recruiting</b></p> <ol style="list-style-type: none"> <li>1. Navigate to one.SJSU</li> <li>2. Search for or click the CHRS Recruiting tile</li> <li>3. User your SJSUOne ID and password to log in</li> </ol>	
<p><b>The Dashboard is displayed</b></p> <p><i>Please note, depending on your role the dashboard will look different. Two versions are shown here.</i></p> <ol style="list-style-type: none"> <li>1. From the tiled dashboard, click New hire tasks from the Offers tile (A)</li> </ol>	

2. From the list dashboard, click New hire tasks in the Manager Activities section (A)



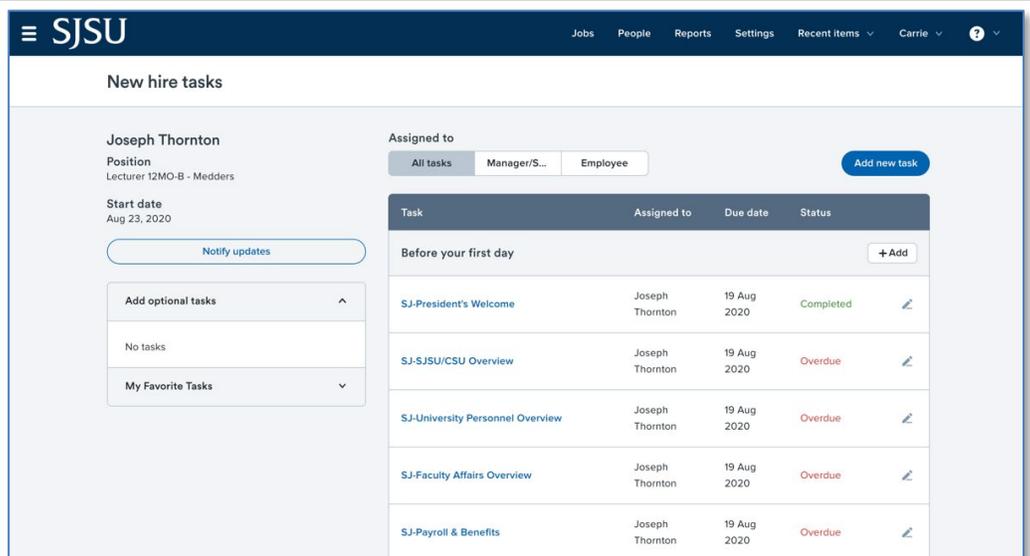
**The My new hire tasks page is displayed**

3. Select a specific employee or leave check boxes blank to see tasks for all employees (B)
4. Click Search (C)
5. A list of tasks and employees is displayed (D); you may take action on these individual tasks or
6. Click View all tasks for the specific employee (E)



**The New hire tasks for the selected employee are displayed**

7. The name of the task, the due date, and the status, are displayed and may not be changed
8. Notify your incoming employee if tasks are overdue to ensure they are completed as soon as possible



*Please note: Optional tasks will not have a due date or a status.*