

Onboarding:

Staff- launched by your recruiter

Faculty, begin the process by selecting the “advance” step to “Onboarding”

New Hire

Hire "Ayushi Gupta" for "Abdominal Radiologist".

ACTIONS

Move job to folder:
Closing the job will unpost job.
 Closed folders are not available until all # of Openings are filled.

Move candidate to folder:

Create an Employee (Onboarding) Profile.

Reject New Hire from all other jobs applied:

EMPLOYEE FIELDS

ⓘ If an employee profile already exists, these fields will overwrite existing data

Job:

Job Title:

Onboarding Start Date:

Manager:

Faculty -Onboarding (Slide 1)

- Do you close the job or leave “approved”?



Common errors include:

- Incorrect email for new candidate or email is located on Phone number cell
- “Move to Job Folder” is not at “Approved” which closes the requisition