Onboarding using the Taleo Hiring Manager Dashboard

- **Log into Taleo** with your BlazerID. Taleo can be accessed [here](#), or through uab.edu/adminsys.

- After logging in, you will land on the Taleo welcome page.

To access **requisitions/candidates**, click **Recruiting** on the top toolbar or navigate directly to candidates/requisitions using the links on the left toolbar.

To access **onboarding** for new hires, click **Onboarding (Transitions)**.

Use **Taleo’s Home button** to return to the Welcome Page.

The onboarding center is split into two sections: Tasks and Processes. The majority of your onboarding work will take place under the Processes tab.

Use the **Refine By** dropdown menu to filter new hires by process status. It is not possible to delete new hires from the onboarding list once they complete their tasks.

Choosing “In Progress” allows you to view new hires currently working on the task list.
To **view more information** regarding an employee’s progress, **click the employee’s name**.

- The General Information section provides basic personal information about the new hire.
- If you need additional information on the new hire, click **Details**.

![General Information view with option to view details if needed.](image)

![The complete hire form.](image)
The Steps section provides date and statuses for each task assigned to the new hire.

The process overview for an individual employee.