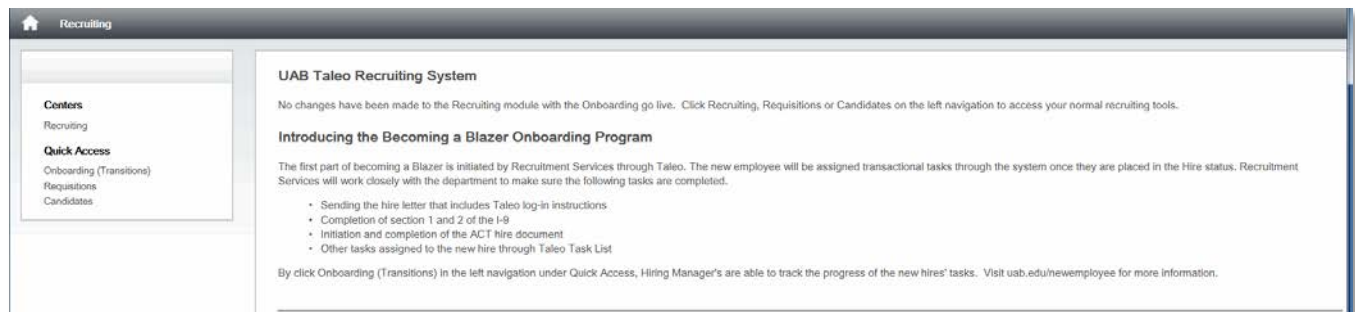# Onboarding using the Taleo Task List

- **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)**.
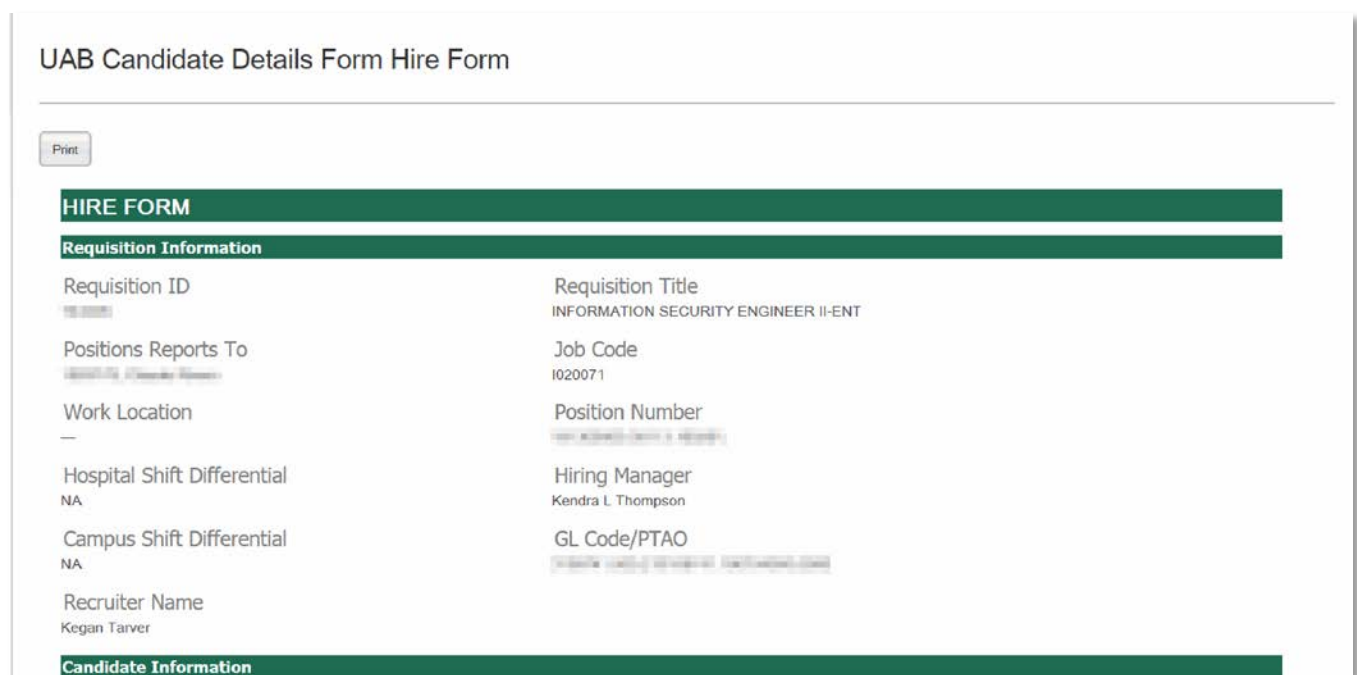
- Use **Taleo's Home button** to return to the Welcome Page.

The onboarding center is split into two sections: Tasks and Processes. The majority of your onboarding work will take place under the Processes tab.
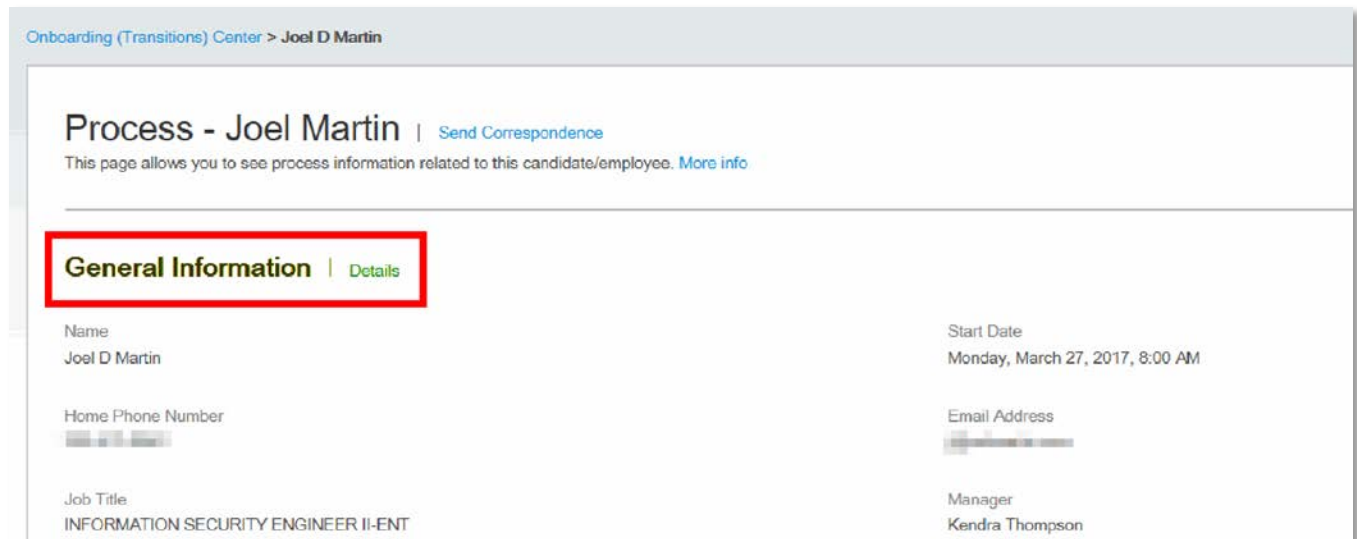
- Use the **Refine By** dropdown menu to filter new hires by process status. It is not possible to delete new hires from the onboarding list once they complete their tasks.
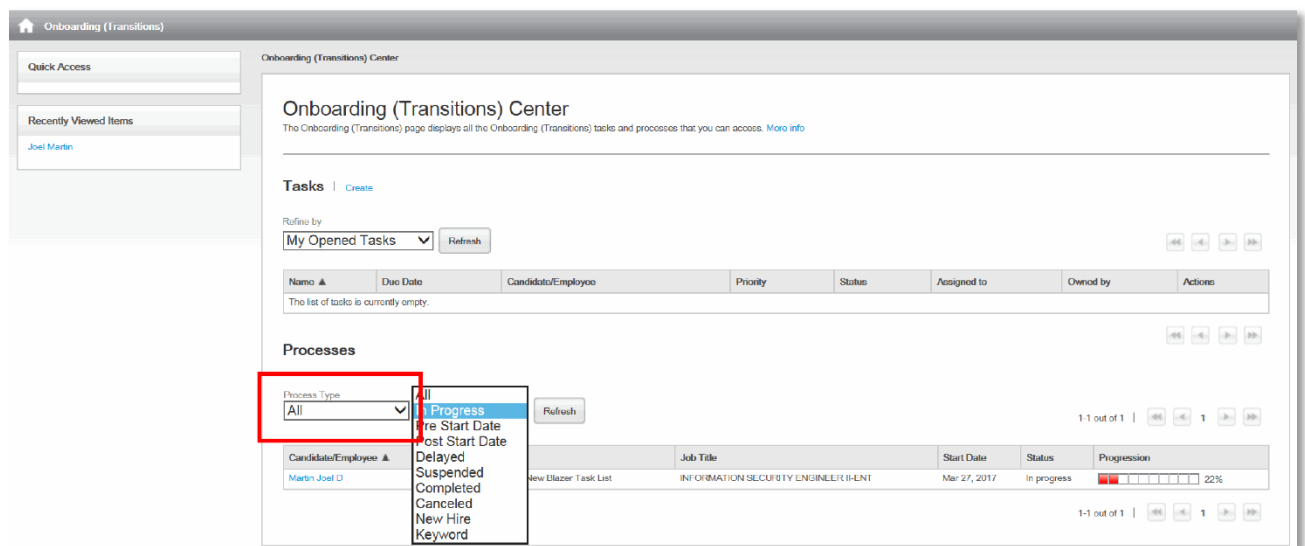
↳ *Choosing "In Progress" allows you to view new hires currently working on the task list.*

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.*

↳ *The complete hire form.*

The Steps section provides date and statuses for each task assigned to the new hire.

Name	Start Date	Due Date	Status	Assignees
Start OB	Mar 3, 2017	Mar 3, 2017	Completed	
UAB Campus Welcome	Mar 3, 2017	Mar 24, 2017	Completed	Joel D Martin
UAB BlazerID	Mar 3, 2017	Mar 7, 2017	In progress	Joel D Martin
UAB I-9 Section 1	Mar 3, 2017	Mar 17, 2017	In progress	Joel D Martin
UAB Enterprise Code of Conduct	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
UAB Memorandum of Record	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
UAB Patent Policy and Agreement	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
UAB LMS & Lynda.com	Mar 3, 2017	Mar 14, 2017	In progress	Joel D Martin
UAB Campus Self Service & Benefits	Mar 3, 2017	Mar 6, 2017	In progress	Joel D Martin
UAB Campus Parking	Mar 3, 2017	Mar 6, 2017	In progress	Joel D Martin
UAB Self Identification Forms	Mar 3, 2017	Mar 17, 2017	In progress	Joel D Martin
UAB One Card Instructions Candidate	Mar 3, 2017	Mar 6, 2017	In progress	Joel D Martin
UAB Pick A time for Section 2 of I-9			Not Started	
UAB HM Start Onboarding notification	Mar 3, 2017	Mar 10, 2017	Completed	Kendra L Thompson
UAB Campus Parking Application	Mar 3, 2017	Mar 24, 2017	In progress	Joel D Martin

The process overview for an individual employee.