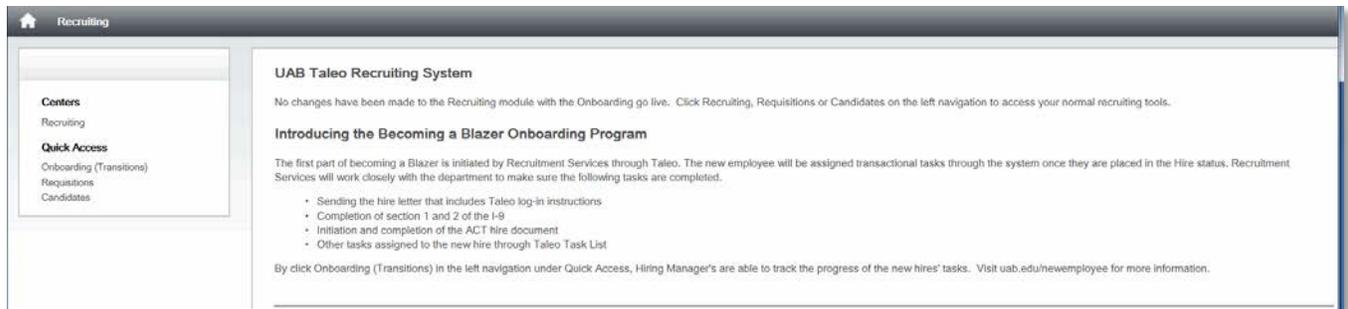


# Onboarding using the Taleo Hiring Manager Dashboard

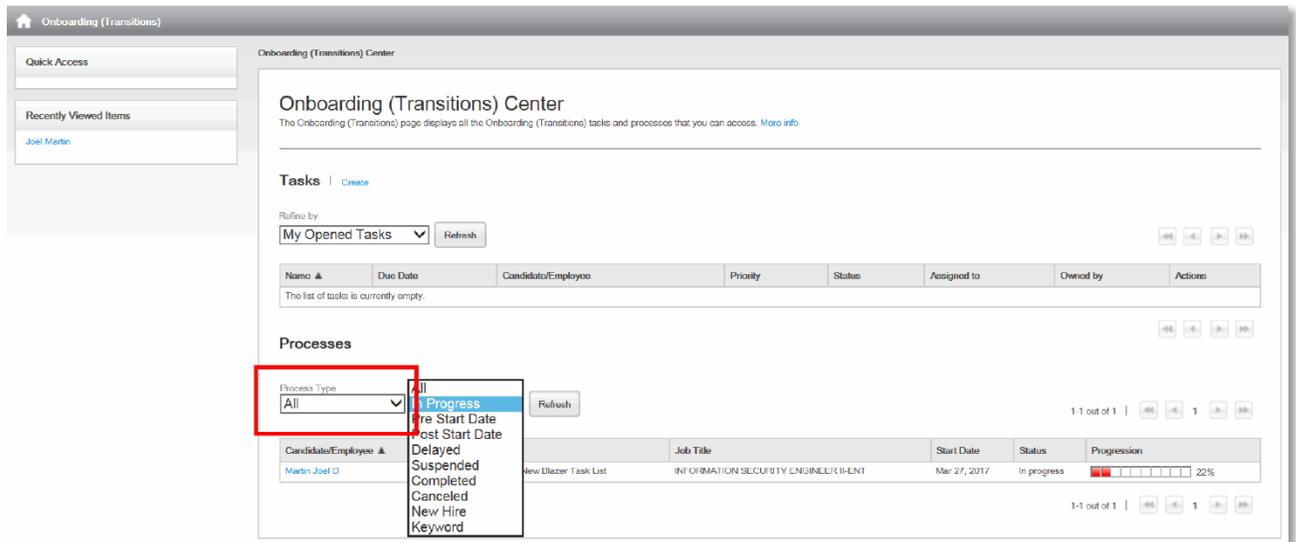
- **Log into Taleo** with your BlazerID. Taleo can be accessed [here](#), or through [uab.edu/adminsys](http://uab.edu/adminsys).
- After logging in, you will land on the Taleo welcome page.



- 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.

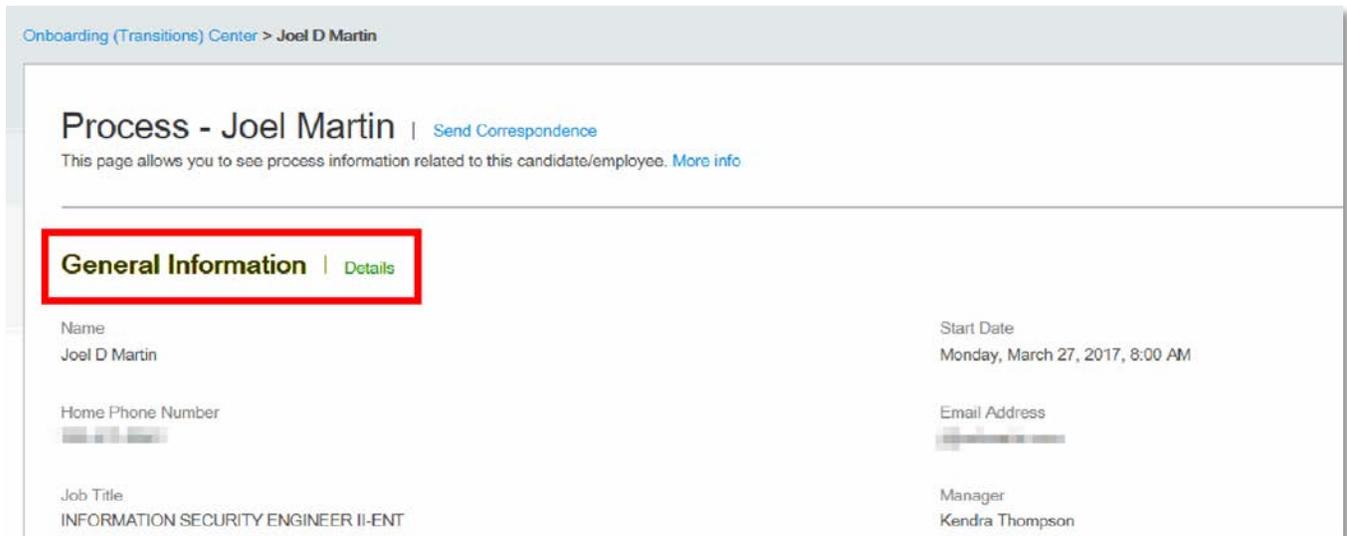
- Use the **Refine By** dropdown menu to filter new hires by process status. It is not possible to delete new hires from the onboarding list once they complete their tasks.



↳ 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**.



Onboarding (Transitions) Center > Joel D Martin

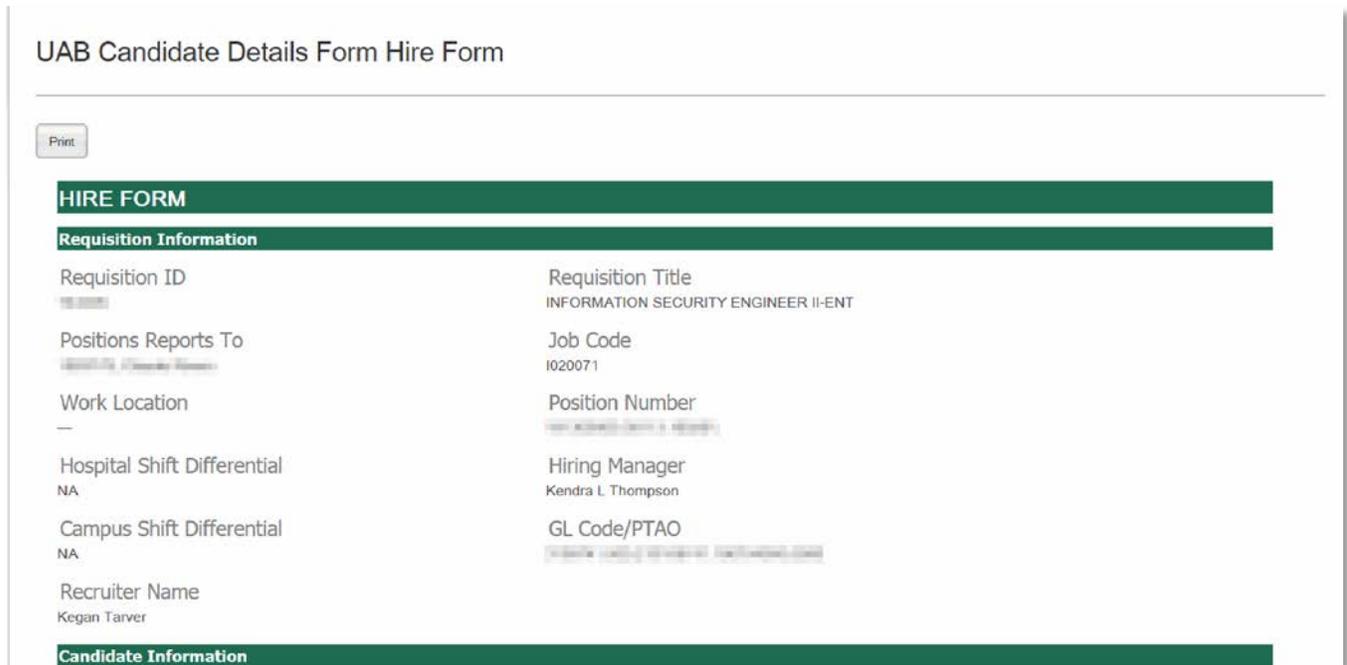
## Process - Joel Martin | [Send Correspondence](#)

This page allows you to see process information related to this candidate/employee. [More info](#)

**General Information** | [Details](#)

Name Joel D Martin	Start Date Monday, March 27, 2017, 8:00 AM
Home Phone Number [REDACTED]	Email Address [REDACTED]
Job Title INFORMATION SECURITY ENGINEER II-ENT	Manager Kendra Thompson

↳ General Information view with option to view details if needed.



## UAB Candidate Details Form Hire Form

[Print](#)

### HIRE FORM

#### Requisition Information

Requisition ID [REDACTED]	Requisition Title INFORMATION SECURITY ENGINEER II-ENT
Positions Reports To [REDACTED]	Job Code 1020071
Work Location -	Position Number [REDACTED]
Hospital Shift Differential NA	Hiring Manager Kendra L. Thompson
Campus Shift Differential NA	GL Code/PTAO [REDACTED]

#### Candidate Information

Recruiter Name  
Kegan Tarver

↳ The complete hire form.

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

**Steps** 1-15 out of 16 | [Navigation icons] 1 2 [Navigation icons]

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 8, 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	
<a href="#">UAB HM Start Onboarding notification</a>	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

**History** 1-15 out of 16 | [Navigation icons] 1 2 [Navigation icons]

↳ *The process overview for an individual employee.*