

# Talent Tip

Human Capital Services  
Talent Acquisition

October 23, 2018

## Did you know?

**New Hire Tasks are an important part of the onboarding process. Read these tips on how to notify your hires of tasks to be completed.**

1. From the hamburger menu – click “My new hires”.
2. On the My new hire page, locate the employee you want to verify status of tasks.
3. On the far right, click “View all tasks”
4. You will see tasks the hire still needs to complete, in addition to tasks **highlighted in red** which are considered to be overdue.
5. To notify a hire to complete tasks, there are two options:
  - A. Click “Notify Updates” under position information. *See gray arrows*
  - B. Click “Save and notify”, then click drop down of “Notify Applicant”. *See purple arrows*
6. Option A and B will both result in an email window pop up with instructions.
7. Click “Send” to send instructions to the hire to complete tasks.

The screenshot illustrates the 'New hire tasks' interface for an employee named Chuck Mangione. Path A, indicated by a gray arrow, points to the 'Notify updates' link under the position information. Path B, indicated by a purple arrow, points to the 'Save and notify' button in the top right. Below the main interface, two panels show the resulting email composition window. The left panel, reached via a gray arrow from Path A, shows the email body with instructions to log in to the applicant portal. The right panel, reached via a purple arrow from Path B, shows the 'Save and notify' dropdown menu with options like 'Notify Chuck', 'Create favorite onboarding plan', and 'Update favorite onboarding plan'. Both panels have a 'Send' button at the bottom, indicated by a purple arrow.

**A.**

New hire tasks

Chuck Mangione

Start date: 22 Oct 2018  
Admissions Representative TEST

☒ Notify updates

Employee task list Manager task list All tasks Apply favorite onboarding plan ☒ Save and notify

**B.**

Save and notify

Notify Chuck

Create favorite onboarding plan

Update favorite onboarding plan

Delete a favorite plan

Save and exit

Email employee

From:\*

Subject:\*

Message:

**KANSAS STATE UNIVERSITY**

Hello Chuck,

Please login to your [applicant portal](#) to view the changes.

Step 1: Access your applicant portal through the [Kansas State University careers w](http://careers.pageuppeople.com/742/cw/en-us/listing) at <http://careers.pageuppeople.com/742/cw/en-us/listing>.

Step 2: Click on 'Applicant Login' and log into your account.