Did you know? How to Complete New Hire Tasks In Bulk

1. For multiple hires with the same tasks click on **new hire tasks** on your dashboard or **My new hire tasks** under the Hamburger menu. A listing of all the hires and tasks will be shown.

2. In the upper left hand side of the screen, the Employee’s name and Task will be listed. Select the appropriate employees and the task or multiple tasks which you want to Bulk Complete. You may do **multiple employees** and **multiple tasks** OR you may do only **one employee** and **one task**.

3. Once you click the **Employee(s)** and the **Task(s)**, click **Search**. This will bring up those selected individuals and tasks.

4. Next, click on **Select** for all pages or Current page or click on the **box** in front of the task(s).

5. Then click on **Bulk Complete** at the top left hand corner of the screen. You will receive a yellow box with confirmation of completed task(s).

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**Hiring Highlight - Tips and Trends in Hiring**

53% of HR professionals say employee engagement increases when onboarding is improved. (SilkRoad)

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