

Did you know?

1. The New hire tasks list is the next update occurring within PageUp. The change should occur in February. Read the tips below to orient yourself with the new layout:

New hire tasks

Lucky Kleinschmidt
Position
Admissions Representative TEST
Start date
14 Jan 2019

Assigned to
All tasks | Manager | Employee

Task	Assigned to	Due date	Status
Complete Immediately			Open
Create / Enter Your eID	Lucky Kleinschmidt		Open
Complete Hire Forms	Lucky Kleinschmidt		Open
Prior to your Arrival			Open
Setting the Stage for your New Hire	Harry Hire	13 Jan 2019	Open
Prepare First Day & Week One Agenda	Harry Hire	13 Jan 2019	Open
Order 30 Day Parking Permit	Harry Hire	13 Jan 2019	Open
Schedule your Benefits Orientation	Lucky Kleinschmidt	13 Jan 2019	Open

2. By default, the task list will be displayed as **All tasks**. You can also select to view tasks by **Manager** or **Employee** specific tasks.
3. To complete a task, click on **Complete task** at the bottom of the task.
4. Once a task is completed, the status will change to **Completed**.
5. If a task is Overdue, the status will be designated with the red word of **Overdue**.
6. For the Electronic Onboarding User Guide, [click here](#).

Hiring Highlight - Why is onboarding important:

- Organizations with a standard onboarding process experience **50%** greater new hire productivity
- **69%** of employees are more likely to stay with a company if they experienced great onboarding
- It typically takes **8** months for a newly hired employee to reach full productivity

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