

ONBOARDING SECTION OF AN OFFER CARD

There are four parts to the Onboarding Section when completing an offer card. These fields determine what onboarding tasks are necessary and who has access to view the tasks.

The screenshot shows a form titled "ONBOARDING" with four main sections:

- Onboarding form:*** A dropdown menu with "Select" as the current selection.
- Onboarding workflow:*** A dropdown menu with "None" as the current selection.
- Reports to manager:*** A search field with a magnifying glass icon and a pencil icon. Below the field is a light blue bar with the text "No user selected".
- Onboarding delegate**
*This is the person who will complete the onboarding tasks with the new hire.:** A search field with a magnifying glass icon and a pencil icon. Below the field is a light blue bar with the text "No user selected".

- 1) **Onboarding Form** – Select the appropriate onboarding form from the dropdown list. Most of the offers will use the Hire Form. The other option is Hire Form – Athletics.
- 2) **Onboarding Workflow** – Select the appropriate workflow for the candidate. This field determines the tasks to be completed by the candidate and the onboarding delegate as part of the onboarding process. *For more guidance on which workflow to choose, reference the [PageUp User Guide – Managing Offers](#) and check out pages 5 through 7.*
- 3) **Reports to Manager** – This field is typically the supervisor of the position being hired. Type in the supervisor's name and click on the binoculars. Their email address should populate.
- 4) **Onboarding Delegate** - The onboarding delegate is the individual who is responsible for the hire paperwork for the candidate. In most cases, this is the designated HCS Liaison for the department or college.

If you have questions, please contact your [Talent Acquisition Strategic Partner](#).