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Human Resources Management

TALENT ACQUISITION - PAGEUP FOR ONBOARDING MANAGERS AND DELEGATES

Northeastern University uses the Talent Acquisition System - PageUp People to recruit new employees.

This user guide was created to help Onboarding Managers and Onboarding Delegates onboard their new hires using the new system.

CONTENTS

GETTING STARTED

Logging In

To access the Talent Acquisition system - PageUp, log on to myNortheastern (my.northeastern.edu) and click the **Services & Links** tab. Under HRM Benefits & Services, click **Talent Acquisition System – PageUp.** If you need to request additional access, click **Service Request.**

ONBOARDING WORKFLOW SELECTION

Onboarding workflows and responsible parties are assigned as part of the completion of the Offer Card. The selected workflow will dictate the tasks assigned to the Onboarding Manager, Onboarding Delegate and New Hire. For more information on selecting an onboarding workflow, review the Offer Card section of PageUp for Key Contacts.

ACCESSING ONBOARDING TASKS

Accessing Tasks for a Specific New Hire

To access onboarding tasks for a specific new hire, click on New hires from My Dashboard. This will bring up a list of individuals hired within the past 90 days.

 New Hires may also be accessed by clicking the main menu and selecting **My new hires**.

Click **View all tasks** for the desired new hire.

| Robert Doerr | 495182 | TEST ITS S Offer Accepted | View offer details | View all tasks | Disable Onboarding Emails |

To return to the dashboard, click on the word PageUp next to the main menu.

Accessing Tasks by Due Date

To access onboarding tasks by due date, click on New hire tasks from My Dashboard. This will bring up a list of all onboarding tasks that must be completed in order of step due date.

Select ▾ Title	Employee	BadgeID	Step due	Hiring Manager	Job	Start Date	
New Task for Office !	test Tenure			STEVEN USETHIS	TEST Faculty Tenured/	27 Mar 2019	View all tasks
New Task for ITS	test Tenure		22 May 201	STEVEN USETHIS	TEST Faculty Tenured/	27 Mar 2019	View all tasks
look at this attachen	test Tenure		28 May 201	STEVEN USETHIS	TEST Faculty Tenured/	27 Mar 2019	View all tasks
Prepare New Hire O	STEVEO TES		11 Apr 201!	STEVEO HIRING I	TEST ITS STAFF - OnBc	14 Apr 2019	View all tasks
Announce Your New	STEVEO TES		11 Apr 201!	STEVEO HIRING I	TEST ITS STAFF - OnBc	14 Apr 2019	View all tasks
Prepare Work Space	STEVEO TES		11 Apr 201!	STEVEO HIRING I	TEST ITS STAFF - OnBc	14 Apr 2019	View all tasks

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New hire tasks may also be accessed by clicking the main menu and selecting **My new hire tasks**.

To return to the dashboard, click on the word PageUp next to the main menu.

UPDATING ONBOARDING TASKS

Onboarding Managers and Delegates are responsible for reviewing the new hire's task list. They may add optional tasks or remove default optional tasks based on the new hire's role.

Completing a Task

Once a task has been completed by the Onboarding Manager, the task can be marked complete in PageUp by clicking on the desired task from the new hire task list. This will show a full description of the task. Click **Complete task**. Your task will now show as completed in the task list.

If the Onboarding Manager and Onboarding Delegate are not responsible for completing the task itself, the responsible party must be contacted to ensure those tasks are underway or completed.

Adding a Task

Onboarding Managers and Delegates can add their own tasks or optional tasks to the onboarding workflow by clicking "Add" in the upper right hand corner of the appropriate due date timeframe. Fill in the Title, Group, Due Date, Description, and select the individual responsible for completing the task. Activity Type can be selected if applicable. Click "Add to favorites" if this is a task that will be used frequently. Click "Create" in the lower right hand corner to finish creating the task.

Deleting a Task

Onboarding Managers can delete tasks that they have created or default optional tasks that are not applicable to their new hire by clicking on the trash can next to the task name.

TIP: If you believe a default mandatory task is not relevant, please let your key contact know.

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GLOSSARY

Default Mandatory Tasks are tasks that are required of all new employees in a selected onboarding workflow. They cannot be removed by the onboarding manager or delegate.

Default Optional Tasks are tasks that are recommended for all new employees of a selected onboarding workflow. If they are not relevant to your specific new hire, they can be removed from the task list.

Main Menu is the icon comprised of three lines in the upper left hand corner of PageUp.

New Hire is a candidate who has accepted an offer and will be joining the Northeastern community.

Offer Card is the mechanism to obtain approval for and send an electronic offer and offer letter.

Onboarding Delegate is the individual selected by the Key Contact on the Offer Card to assist the Onboarding Manager with the new hire's onboarding process. This role is optional.

Onboarding Manager is the individual selected by the Key Contact on the Offer Card to manage the new hire's onboarding process.

Onboarding Workflow dictates the onboarding tasks that the new hire, onboarding manager, and onboarding delegate will need to complete. This is selected on the Offer Card.

Optional Tasks are tasks that you create manually for your new hire; there may also be a short list of optional tasks provided in the system which you can select from the Optional Task list, if relevant.

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