PageUp Onboarding Tasks

This is a reminder that both you as the Hiring Manager – along with your new employee(s) – will receive periodic onboarding tasks up to and after a new employee has been hired into a position. Please be sure to mark the task as complete when you have finished. Encourage your new employee to do the same.

How do you know if you have a task to complete? There are two ways you will know:

1) As the Hiring Manager, you will receive periodic **emails** from PageUp directing you to a task, or tasks, that need to be completed.
2) You can look on your PageUp dashboard to see if there are tasks remaining for either you or your new employee to complete.
   a. On your Offers Tile on your PageUp dashboard, see if you have any New Hire tasks noted. If you have any numbers listed in front of the New Hire tasks, click on the highlighted number to see what tasks are remaining.
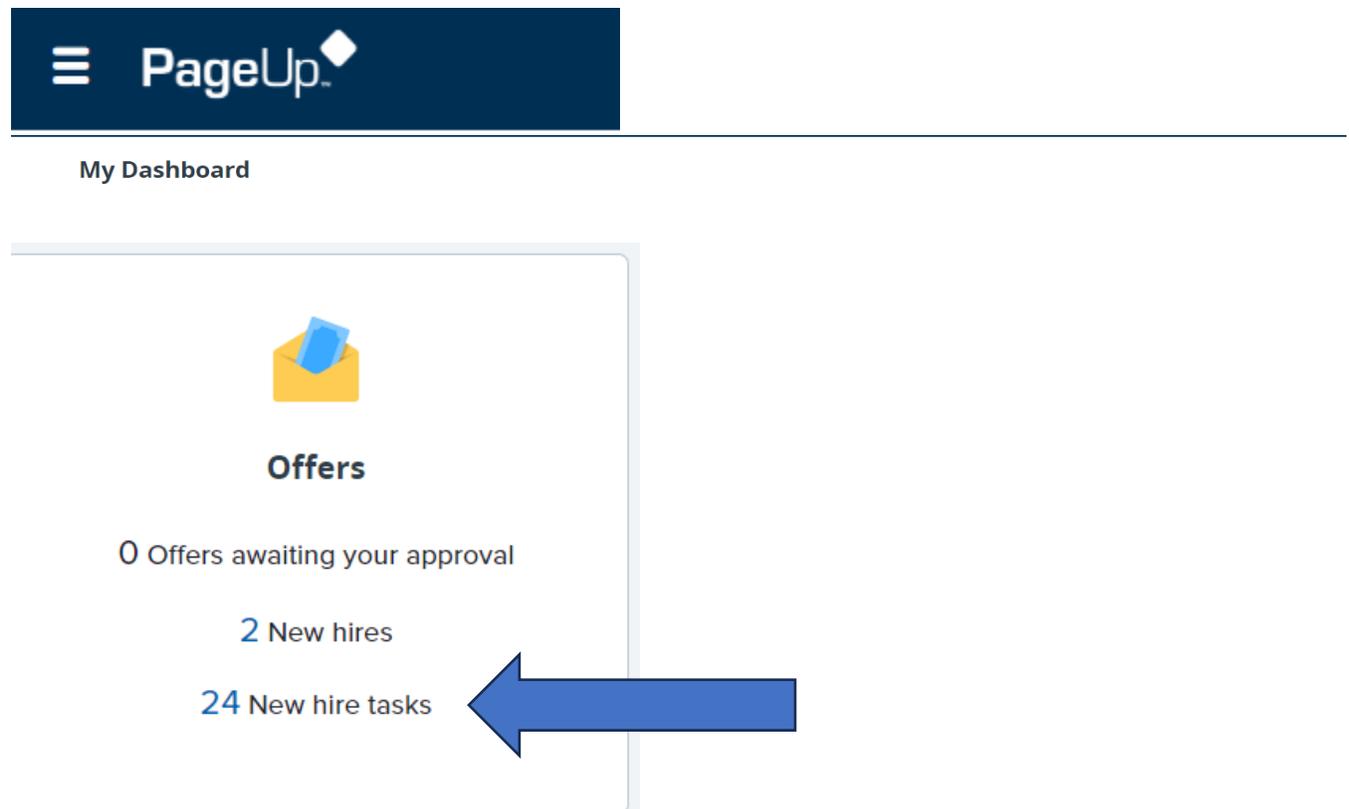
Once you click on the highlighted number, you will find a list of tasks that need to be completed:

☐ New Hire Announcement	Nicole Bauer	Jul 26, 2023
☐ Complete Section 2 of I-9	Nicole Bauer	Aug 3, 2023, 3:00pm
☐ Take Employee to Pickup Keys	Nicole Bauer	Jul 31, 2023
☐ Give Office/Building Tour	Nicole Bauer	Jul 31, 2023
☐ Set Up Outlook Email	Nico Nicole Bauer	Jul 31, 2023
☐ Review Great Start Packet	Nicole Bauer	Jul 31, 2023
☐ Review Employee Handbook	Nicole Bauer	Jul 31, 2023
☐ Create Training Schedule	Nicole Bauer	Jul 30, 2023

Then when you click on a task, it will give you directions as to what you need to do. You may then either close the task and do later, or mark it as completed. Once completed, it will remove that item from your Offers tile as a remaining task.

Here is a description of one of the tasks:

Call to Welcome New Hire

Step due: Jul 29, 2023

Call to welcome your new hire prior to start date. Provide them your contact information; let them know the following:

- Where to park on first day
- Hours of operation
- Work attire
- What to expect on their first day.

Mark as completed   Close