



Pre Onboarding Test

Status

Status

All Active Tasks 22

Manager

Manager

No Data Available

All Overdue Tasks **505**

Status

Status

Employee Type

Requested

Assets and Licenses

Add Preonboarding

Pre-Onboarding Info

Devices

Name

Desktop

1 of 1

Software Name

0 of 0

• Onboarding: From here, you can input new hire details and oversee the entire onboarding process.

Pre-onboarding 12

Position

Position

Position

Search this site

Onboarding 18

Department

Department

Offboarding **3**

✓ Department

Employee Type

Employee Type

Search th

Onboarding 19

Position

Position

Position

Select Department

Select Status

Hiring Manager * Select Hiring Manager **Upload Profile Picture**

Status

0 of 0

SharePoint

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My Active Tasks **39**

Employee Name

Employee Name

+ New

0 of 0

SharePoint

My Active Tasks 3

Employee Name

Employee Name

Q Search

+ New

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Q Search

Preonboarding **0**

Date of Joining

Date of Joining

My Overdue Tasks 65

Date of Joining

Date of Joining

Date of Joining

02/23/2024

09/29/2023

10/16/2023

06/08/2023

06/06/2023

06/02/2023

My Overdue Tasks **65**

Date of Relieving

Date of Relieving

01/01/1970

My Overdue Tasks **65**

Date of Relieving

Date of Relieving

01/01/1970

My Overdue Tasks 65

Department

Start Date

Start Date

Position

Retail Manager

Retail Manager

Retail Manager

All Active Tasks: In this section, you'll find a list of tasks that require completion.

Pre-onboarding 12

Due Date

Due Date

Employee

Search this site

Onboarding 18

Department

Department

Position

Corporate **Engineer Junior**

Corporate &

Coordinator

Designer

Retail Manager

IT Coordinator

Retail Manager

Pre-onboarding 12

Position

Position

Position

Retail Manager

Retail Manager

Retail Manager

By clicking on the "+New" button, you can initiate the offboarding process for an employee.

Search this site

Department

Department

Engineer Senior IT Analyst &

Department

Development

IT

Finance

• Offboarding: You have the ability to conduct offboarding procedures for personnel directly from this section.

Search this site

Onboarding 18

Department

Department

Operation

Department

Employee Name

Pranav Pratt

current information.

SharePoint

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2

My Active Tasks 3

Employee Name

Employee Name

Allisson Henrry

Baylee Knapp

1 of 1

SharePoint

My Active Tasks 3

Employee Name

Employee Name

Baylee Knapp

1 of 1

SharePoint

My Active Tasks 3

Task Name

Task Name

SharePoint

My Active Tasks 3

Employee Name

Employee Name

Allisson Henrry

Rose Christian

Alvin Collins

Lina Jennings

Kite Shawn

Myah Gambert

Shayna Hansen

My Active Tasks 25

Employee Name ↑

Leonard Daniel

1 of 1

Q Search

SharePoint

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Q Search

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编

IT Equipment

05/29/2023

05/29/2023

05/29/2023

My Overdue Tasks 65

• Onboarded: Here is a list of employees who have been onboarded recently.

Department

Date of Joining

Date of Joining

06/08/2023

06/08/2023

06/09/2023

06/05/2023

06/02/2023

06/02/2023

05/30/2023

05/29/2023

My Overdue Tasks 335

Position

Date of Relieving ↑

2023/21/08

To proceed further, click on the "Position" tab.

05/31/2023

05/31/2023

05/31/2023

Pre-onboarding 12

330

Onboarding 18

Employee Type

Offboarding 3

Department

Department

Finance

Admin

HR

HR

Admin

Operation

All Active Tasks 25

Employee Type \uparrow

Consultant

Search this site

Position

Position

Retail Manager

IT Coordinator

IT Coordinator

Retail Manager

IT Coordinator

Marketing Assistant

Marketing Executive

Designer

Position ↑

61

Q Search

Q Search

+ New Q Search

Select Position Name

Select Choice test

Upload an Attachment 🕖

Drop your files here

Assigned/Return Date

Entries

Assigned/Revoke Date

Entries

Onboarded 17

Requested By

Requested By

User Email

Gender * (i)

Select Gender

10 ~

Requested Date

Requested Date

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Requested Date

Requested Date

Entries 10 × < 1 >

<u>...</u>

:::

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Assigned to

Assigned to

Offboarded **0**

+ Add

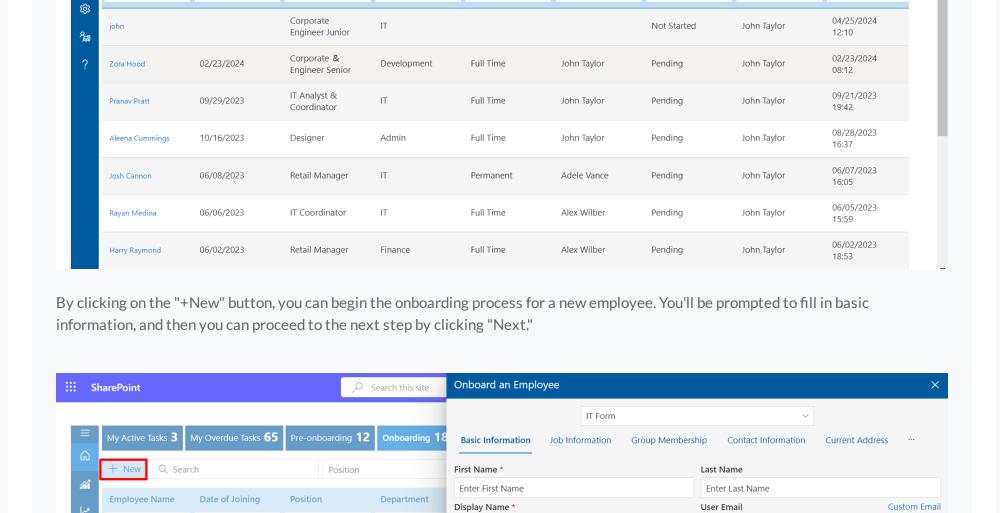
+ Add

< 0 >

Remarks

Remarks

Choice test



Enter Employee Name Date of Birth *

Select Date of Birth

Next

Similar to filling in basic information, you can input details step by step for job information, group membership, contact information, and

Offboarding 3

Employee Type

Employee Type

Permanent

Part Time

Permanent

Offboard an Employee

Basic Information

Employee Name *

Employee Name

Select Position

Select Device

Employee Type *

Manager * Enter Manager

Location *

Select Location

Save

Offboarding **3**

Process

Process

Process

Select Employee Type

Position *

Device

All Active Tasks 22

Employee Type

Manager

Manager

Alex Wilber

Megan Bowen

Freelancers

Tasks

All Active Tasks **22**

Assigned to

Status

Status

All Overdue Tasks **505**

John Taylor

All Overdue Tasks 505

Status

Status

Employee ID

Department *

Software

Enter Employee ID

Select Department

Select Software

Date Of Joining * Select Date Of Joining

Contact Number * Enter Contact Number

OnBoarding Start Date *

Select OnBoarding Start Date

Onboarded 17

Category

Category

Admin

Admin

Onboarded 17

Filter Option

Manager Manager

Alex Wilber

Alex Wilber

Maya Jane

Alex Wilber

Alex Wilber

Alex Wilber

Megan Bowen

Megan Bowen

Onboarded 178

 $\textbf{Manager} ~ \uparrow$

John Taylor (CD)

✓ Filter Option

Onboarding

Onboarding

塚 袋

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Entries 10 ∨ < 1 >

∨ Status

Employee

Employee

Onboarded 17

Requested By

0	Provide Information to IT Team	04/25/2024	04/26/2024	HR	Pre- Onboarding	Not Started	john	HR Activities	Alex Wilber
0	Office, Work From Home if needed	04/25/2024	04/26/2024	HR	Pre- Onboarding	Not Started	john	HR Activities	Alex Wilber
0	Provide Employee Location	04/25/2024	04/26/2024	HR	Pre- Onboarding	Not Started	john	Hiring Process	Alex Wilber
0	Provide Devices Needed	04/25/2024	04/26/2024	HR	Pre- Onboarding	Not Started	john	IT Activities	Alex Wilber
0	Wheel Chair	04/25/2024	04/26/2024	Admin	Pre- Onboarding	Not Started	john	Pre-onboarding	Admin Head
0	Cloud Application Needed	04/25/2024	04/26/2024	HR	Pre- Onboarding	Not Started	john	IT Activities	Alex Wilber
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My A	int ctive Tasks 3 My O search Task Name Task Name Signed	verdue Tasks 65 Departme Start Date Start Date	re-onboarding 12 ont Due Date Due Date	Onboarding 18 Offbood	arding 3 All Active 1 Proces Employee Employee	Tasks 22 All Overd SS Category Category	ue Tasks 505 Onboo	orded 17 Offboarded Department Department	1 0 ··· Process
My A	int ctive Tasks 3 My O Gearch Task Name Task Name Signed appointment letter Joining documents	verdue Tasks 65 Departme Start Date Start Date 05/29/2023	re-onboarding 12 ont Due Date Due Date 05/31/2023	Conboarding 18 Offbo Employee Overdue Days Overdue Days 330	arding 3 All Active 1 Proces Employee Employee Shyanne Bishop	Category Category Post Joining	ue Tasks 505 Onboo	Department Department Admin	Process Onboardin

Shyanne Bishop

Shyanne Bishop

Shyanne Bishop

All Active Tasks 22

Position

Post Joining

Post Joining

All Overdue Tasks **505**

Employee Type

Employee Type

Permanent

Contractual

Contractual

Contractual

Contractual

Contractual

Temporary

Contractual

All Overdue Tasks 335

Resignation Date ↑

2023/14/08

Employee Type

• Offboarded: Employees who have been offboarded are listed.

Search this site

Onboarding 4 Offboarding 1

123

Department

Department ↑

SharePoint				a timestamp and d	acc stamp.		□ ◎ ?	
	e Tasks 25 My Overdue	Tasks 335 Pre-onboarding	4 Onboarding 4 Offboar	rding 1 All Active Tasks 25	All Overdue Tasks 335	nboarded 178 Offboarded	1 Training 8	
+ New								
**************************************	Today		Se	eptember 2023		Month Week Day		
\$	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
%a ?	27	28 Rea	29 ct JS John Taylor		31	1	2	
	3	4	5	6	7	8	9	
			12	13	14	15	16	

SharePoint Search this site All Active Tasks **22** All Overdue Tasks **505** My Overdue Tasks **65** Pre-onboarding **12** Onboarding **18** Offboarding **3** Status $\nabla =$ + Add Q Search Position Position Department Hiring Manager Approval Status Approval Status Position Name Department Hiring Manager Status Action

James Johnson

Hiring in progress

Position: Administrators have the ability to include positions as part of the hiring process before recruiting employees.

