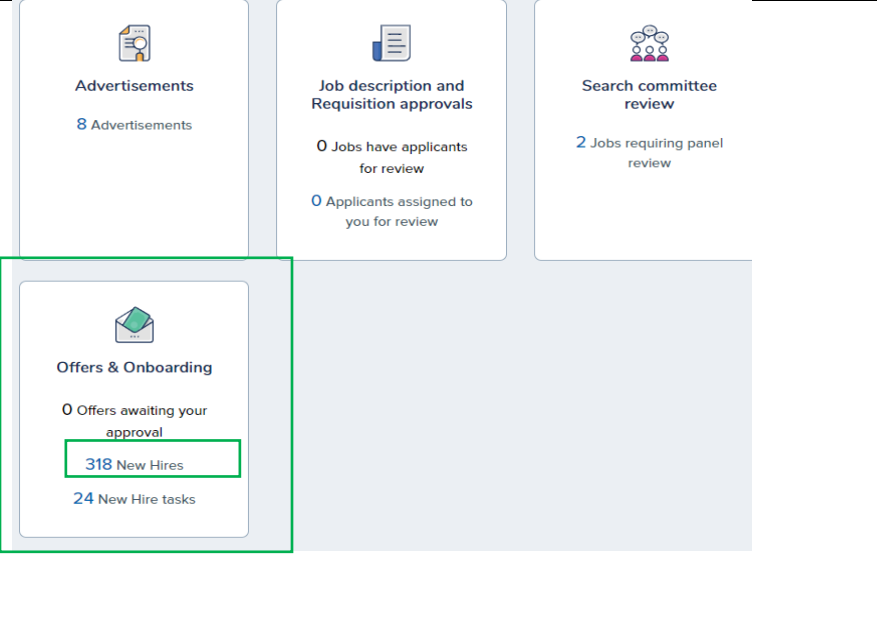
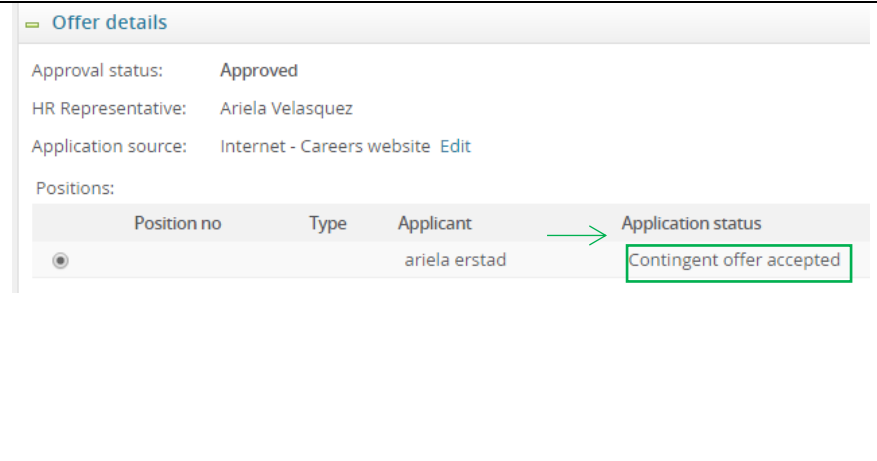


Reviewing New Hires

What you need to do	What you will see
<p>STEP 1:</p> <p>In the 'Offers & Onboarding' box, click the 'new hires' link.</p> <p>This will prompt you to the 'My new hires' menu.</p>	
<p>STEP 2:</p> <p>In the 'My new hires' menu, scroll to the right side of the applicants row.</p> <p>Click the 'View offer details'</p>	
<p>STEP 3:</p> <p>You will be prompted to review the 'Offer details' card, here you can check the Application status;</p> <p>Example- background check, contingent online offer sent, accepted offer or declined offer.</p> <p>Note: A new hires status will say "HR Offer Forms Complete – Export to Banner" once they</p>	

have completed all post-hire forms in PageUp. This is the last step prior to them being hired.