This QRG outlines the steps to move a selected candidate from the Recruiting module in to the Onboarding module.

|  |  |
| --- | --- |
| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Candidate Profile | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Recruiting**. |  |
| The list of **Job Requisitions** is displayed. |  |
| Click **Number** link under the **Candidates** column corresponding to the Job Requisition. |  |
| You will need to move the candidate to the **Ready to Hire** bucket in the Talent pipeline in order to initiate onboarding.  Check mark the candidate’s name, click the **Action,** select **Move candidate,** select **Ready to Hire.** |  |
| Click **Ready to Hire** status on the **Talent Pipeline**. |  |
| Click candidate **Name** to open details. |  |
| Initiate Onboarding and Post Hire Data Verification | |
| From the candidate profile, click **Take Action**.  Select **Initiate Onboarding**. |  |
| Click **Confirm**. |  |
| A notification that Onboarding has been initiated is displayed.  Click **OK**. |  |
| Post-Hire Data Verification | |
| Go to the drop down box located on the top of your screen/dashboard and select **Onboarding** |  |
| The **Onboarding** dashboard is displayed. Find your new hire’s name and click on his/her line of information. |  |
| Click the link of the desired new hire to open **My Tasks For New Hire**. |  |
| Review and verify the following:   * **New Hire Name** * **Dates** * **Hire Information**   **Is new hire a remote employee –**  Yes =Employee will live outside the state of Indiana  No = Employee resides within Indiana |  |
| Click **Next**. |  |
| Review and verify the following:   * **Job Location** * **Position Information**   Input Tania Sanders as the **Onboarding Coordinator** |  |
| Click **Next**. |  |
| Review and verify the following:   * **Salary = Monthly pay rate** |  |
| Click **Finish**. |  |
| Scroll to conduct a final review of the new hire data. |  |
| Click **Finish**. |  |
| Onboarding is now triggered for the new employee, which includes sending new employee their online new hire paperwork. | |