Onboarding Setup for New Employees

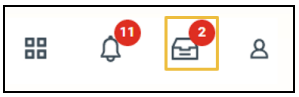
Overview

This job aid outlines the process of setting up the Onboarding dashboard for new hires. This is for faculty and staff only; student hires will not have a dashboard so managers will not need to complete this step.

Initiate Onboarding Setup

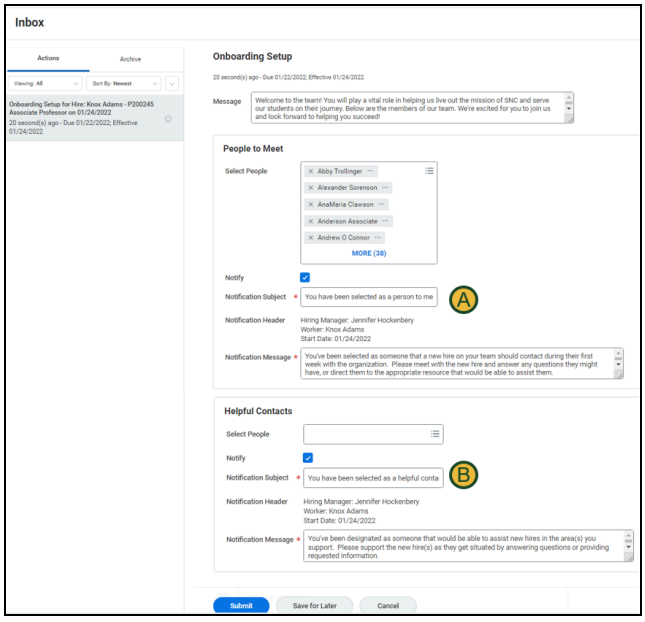
Security Role(s): Manager

1. Onboarding Setup is an opportunity for Managers to craft a more personal onboarding experience for faculty and staff new to St. Norbert. The task will arrive in the Workday Inbox. From the Workday Landing Page, select the Inbox.



2. Managers can craft a welcome message and add the following for the new hire:
    a. **People to Meet (Including a Notification Subject and Message)**
    b. **Helpful Contacts (Including a Notification Subject and Message)**

   Select **Submit.**



3. The process is complete. This is an example of the **Onboarding Dashboard** the employee receives.

