

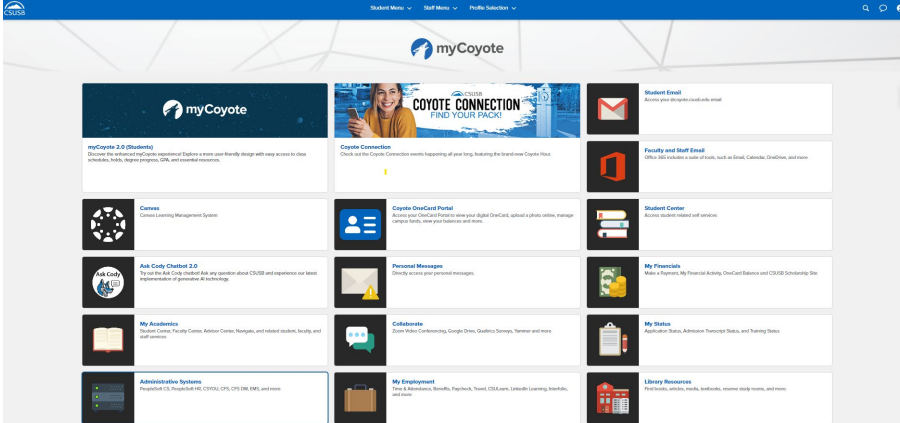
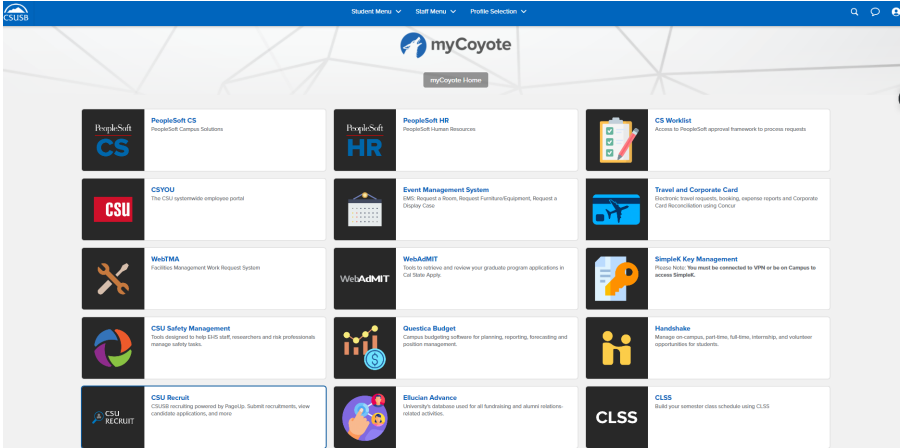


**CSU Recruit – View Onboarding Checklist
as Hiring Administrator**

Human Resources

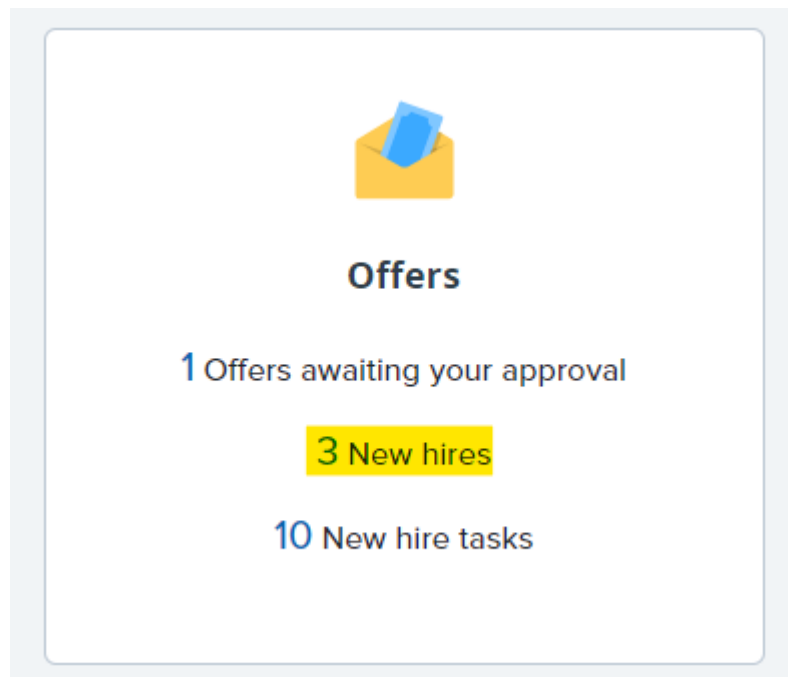
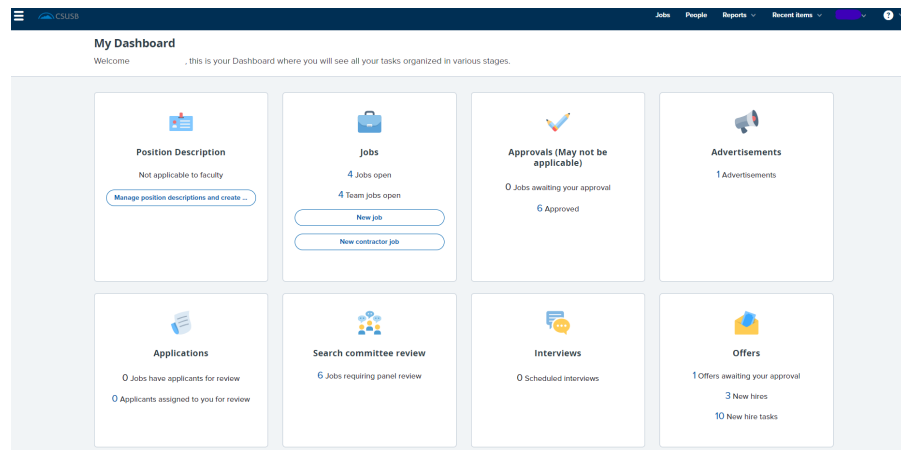
Employment Services

Last Revised:9/9/2024

Action	Information/Screenshot
<p>How to view Onboarding Checklist as Hiring Manager</p>	<p>Navigate to: csusb.edu and log into 'myCoyote' employee profile</p> <p>From Home Dashboard, locate and select 'Administrative Systems'</p> 
<p>myCoyote navigation to CSU Recruit</p>	<p>From 'Administrative Systems' webpage, locate and select 'CSU Recruit'</p> 
<p>CSU Recruit Dashboard</p>	<p>There are various actions you can take in the CSU Recruit Dashboard; to view 'New Hire Tasks' select the tab that indicates 'Offers'</p>

Depending on whether the offer is currently on the conditional or formal stage, you can view offers under the **'x Offers awaiting your approval'** or **'x New Hires'** link

For this example, we will review the **'x New Hires'** link under **'Offers'**



**Offers
Webpage
(New Hires)**

The **Offers** webpage gives the ability for Hiring Administrator to view **Applicant Name, Requisition Number, and Application Status**

Also included is the ability to **‘View Offer Details’** and **‘View All Tasks’**

Applicant name	Requisition Number	Title	Application status	
Sam Bernardino	52951	Community Service Specialist (Community Service Specialist II, Palm Desert Campus)	Formal Offer Accepted	View offer details View all tasks
Cody Coyote	53898	Lead Community Service Specialist (Community Service Spec 12 Mo) Parking Administration	Formal Offer Accepted	View offer details View all tasks
Cady Coyote	53898	Lead Community Service Specialist (Community Service Spec 12 Mo) Parking Administration	Formal Offer Accepted	View offer details View all tasks

Locate your appropriate requisition and select **‘View all tasks’**.

This will open the Applicant’s overall tasks as an employee, including tasks for the Hiring Administrator to review and complete with assignment due dates

**New Hire
Tasks
Including
Hiring
Administrator
tasks**

Review the **‘New Hire Tasks’** page for applicant; it will be set to **‘All tasks’** by default.

Select **‘Manager/Supervisor’ tab** under **‘Assigned To’**


Here is where you can review six recommended steps to take for your new employee (up until the new hire’s one year check-in), for example guidance on what steps to take to welcome your new hire, starting before their first day

The tasks will have a recommended due date for completion; you can complete the assigned tasks by selecting the respective task, reviewing the suggested material, complete the recommended tasks, then finally indicating that the task is complete by selecting the **‘Complete task’** button

This will update the status to **‘Complete’**

Welcome Email to New Hire✕

Step due: 23 Aug 2024



**CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO**

Human Resources

Subject: New Hire Notification – Action Required

Dear [Hiring Administrator's Name],

This email is to inform you that your new hire, [New Hire's Name], will be starting with us on [Start Date] as a [Job Title]. As part of the onboarding process, we need to ensure that [New Hire's Name] receives all the necessary information and support prior to their start date.

Please reach out to [New Hire's Name] with the following details:

Welcome Message: Extend a warm welcome and express your excitement about their upcoming start, including where to park and meet a department representative.

First Day Information: Please note that your new hire has been provided first day information regarding immediate check-in with the Human Resources Division. After new hire information has been verified, your new hire is welcome to report to their work site for further instructions.

*Optional: * Onboarding Schedule: Share a brief overview of the initial schedule, including any orientation sessions or required training.*

CancelComplete task

When you are done reviewing, you may close the **‘New Hire Tasks’** and **‘Offer Details’** webpages, or return to your **‘CSU Recruit Dashboard’** homepage.