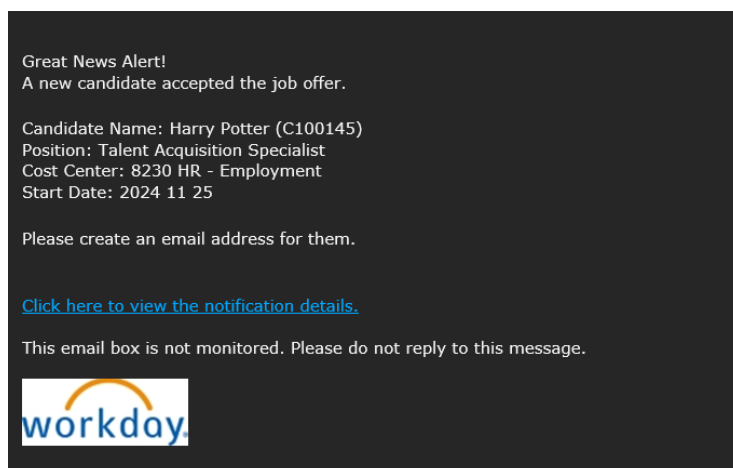## Offer Acceptance and Onboarding

Summary:

This job aid outlines the actions taken and notifications sent from the candidate's offer acceptance through to their start date.
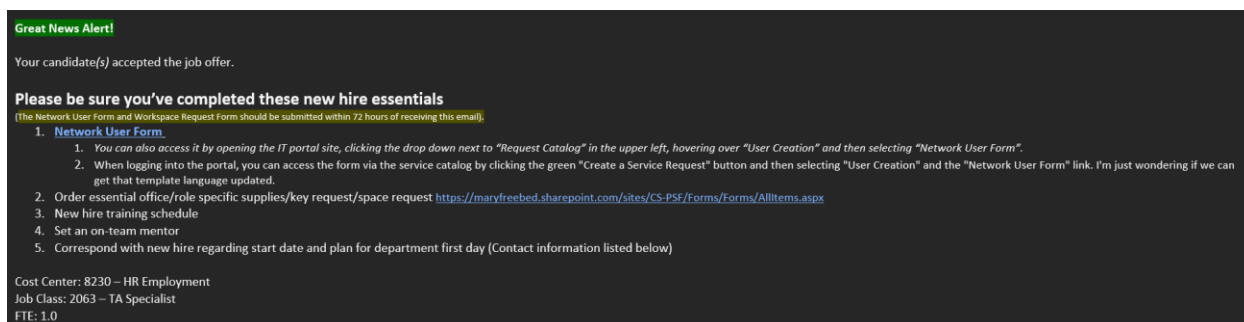
Steps to Complete:

Step 1: Offer Acceptance

Upon acceptance of an offer, the recruiter will move them to the appropriate step to begin their onboarding tasks. At this time, manager will receive one automatic notification, and one notification from the recruitment team with details needed to reach out to the candidate AND submit the network user form.

Auto email:

> Great News Alert!
> A new candidate accepted the job offer.
>
> Candidate Name: Harry Potter (C100145)
> Position: Talent Acquisition Specialist
> Cost Center: 8230 HR - Employment
> Start Date: 2024 11 25
>
> Please create an email address for them.
>
> Click here to view the notification details.
>
> This email box is not monitored. Please do not reply to this message.
>
> workday.

Email from TA:

> Great News Alert!
>
> Your candidate(s) accepted the job offer.
>
> **Please be sure you've completed these new hire essentials**
> (The Network User Form and Workspace Request Form should be submitted within 72 hours of receiving this email).
> 1. **Network User Form**
>   1. You can also access it by opening the IT portal site, clicking the drop down next to "Request Catalog" in the upper left, hovering over "User Creation" and then selecting "Network User Form".
>   2. When logging into the portal, you can access the form via the service catalog by clicking the green "Create a Service Request" button and then selecting "User Creation" and the "Network User Form" link. I'm just wondering if we can get that template language updated.
> 2. Order essential office/role specific supplies/key request/space request https://maryfreebed.sharepoint.com/sites/CS-PSF/Forms/Forms/AllItems.aspx
> 3. New hire training schedule
> 4. Set an on-team mentor
> 5. Correspond with new hire regarding start date and plan for department first day (Contact information listed below)
>
> Cost Center: 8230 – HR Employment
> Job Class: 2063 – TA Specialist
> FTE: 1.0

Cost Center: 8230 – HR Employment
Job Class: 2063 – TA Specialist
FTE: 1.0

Start Date: 11/25/24
Employee Name: Harry Potter
Employee Number: 606666
Phone#: (666) 666 - 6666
Email: harrypotter@gmail.com
DOB: 1/1/1900
SSN: 0000

Days off needed within the first 90 days: NA

Physical Authorization was sent to MFB Employee Health

Best,

Step 2: Onboarding Setup

As mentioned in the Candidate Flow Job Aid, we will have the ability to create an "Onboarding Setup" for the new hire to reference. This includes a message from the manager as well as important contacts to meet (could be people on your team or someone they will be working with a lot). This will be entered in by the recruiter, but please connect to provide language. Default language populates below:

Onboarding Setup

Message Congratulations and welcome to the Mary Free Bed Team! The whole team is excited to be working with you, please reach out with any questions.

People to Meet

Select People

Notify ✓

Notification Subject * You have been selected as a person to me

Notification Header Hiring Manager: Jared Curley
Worker: Harry Potter
Start Date: 11/25/2024

Notification Message * You've been selected as someone that a new hire on your team should contact during their first week with the organization. Please meet with the new hire and answer any questions they might have, or direct them to the appropriate resource that would be able to assist them.

Notification received:

You have been selected as a person to meet!

15 second(s) ago

Hiring Manager: Jared Curley
Worker: Harry Potter
Start Date: 11/25/2024

You've been selected as someone that a new hire on your team should contact during their first week with the organization. Please meet with the new hire and answer any questions they might have, or direct them to the appropriate resource that would be able to assist them.

Details Harry Potter

New hire view:

Step 2: Complete Manager New Hire Tasks

After the onboarding setup is completed, managers will get two tasks in their inbox to complete.

1. Assign work schedule using shift wizard (this is more important in the context of hourly employees with varying schedules).

For hourly employees OR therapists select:

For Salaried employees (not therapists) select:

For more information on ShiftWizard, please reference the Job Aid: ==LINK HERE==

2. Complete Manager New Hire Tasks (these will be the same as the email sent out)

Complete To Do   Complete Manager New Hire Tasks

For	Talent Acquisition Specialist
Overall Process	Hire: Harry Potter
Overall Status	Successfully Completed
Due Date	12/05/2024
Instructions	1) Submit Network User Form for New Hire: https://itportal.mfbhosp.org/ 2) Reach out to New Hire with Welcome Message 3) Ensure New Hire workspace is ready 4) Ensure New Hire has schedule for first week 5) Complete other housekeeping items for New Hire (competency checklists, preparing team members, etc)

Once completed, you can submit. Please submit the Network User Form within 2 business days of the hire being made to allow IT adequate time to create accounts.

Step 3: Understand New Hire Communication

New hires have a number of tasks to complete prior to and on their start date. Although these are managed/completed by the TA team, it is important for managers to be aware and maintain consistent communication:

1. New Employee Orientation will remain on the first and third Monday of each month (Tuesday if a holiday falls on that Monday), and content of orientation will remain unchanged. This process should not change from its current ways with the new system.
   a. Managers are still expected to reach out and communicate schedule to employee prior to their start date. Consider that orientation will go until 3pm on the first day when building schedule.
2. New hires will complete a new hire physical and onboarding appointment onsite.

3. Onboarding paperwork is encouraged to be completed prior to the onboarding / EE health appt, as new hires will gain access to their account when they are hired. Anything not completed prior to the onboarding appointment will be completed when the employee comes onsite.
   a. When hired, New Hires receive an auto-email with their temporary password and log in credentials.
4. Badge photos/headshots taken at NEO will be automatically uploaded to Workday. Badge photos for our system sites will be uploaded into Workday by recruiter.
5. New hires will be able enroll in benefits after their first day.

Revision History

Revision Date	Author	Description	
11/25/2024	Erin Sharp	Initial Draft	