

NEOGOV Onboarding

Supervisor Informational Guide

After your new hire has completed the new hire approval *process in NEOGOV, they will be sent to our Onboard portal. The onboarding portal has a lot of information for your new hire to peruse. A welcome letter from the President, campus tour videos, benefit & retirement resource links, etc. Each WWCC employee has access to this portal. Feel free to check it out and let HR know if you have any other ideas or resources we may add to this portal! For instructions on how to navigate the NEOGOV Dashboard and Onboard, refer to the **“NEOGOV Unified Self-Service Dashboard User Guide”**.

Once your new hire is placed in this portal, they will be assigned a *“New Hire Forms”* Checklist. This checklist includes the forms they will need to complete as part of the new hire process. Completion of several of these forms will need to occur before they are entered into WarriorLink where they will be assigned an EMPL ID number.

In addition to the forms assigned through this checklist, your new hire will also be assigned other tasks that will be due at a later date after their start date. The majority of the remaining tasks are reminders for them to complete a task outside the NEOGOV system. For example, your new hire is set up with a task reminder to complete their new hire training within 30 days of their start date. The trainings will continue to be tracked and delivered to new employees as they are now, outside the NEOGOV system. The purpose of these reminders is for both the employee to view what is pending completion as part of the onboarding process in one central location. Your new hire will receive email notifications from NEOGOV when is task is coming due, is due, and is overdue. As a supervisor, you are able to review the current progress of your direct report’s assigned tasks.

Both HR and supervisors have contributing tasks within this *“New Hire Forms”* checklist. HR is assigned task reminders to send out trainings, schedule benefit orientation, send out the position description to the supervisor, etc. The supervisor will be assigned the task to *“Return the Signed Position Description to HR”* once it has been reviewed with the new employee. (This is only for Exempt and Classified positions). There may be other assigned tasks for the supervisor as applicable. You will receive email notifications from NEOGOV when is task is coming due, is due, and is overdue.

Once you have completed your task, mark it as complete. Once completed, you will no longer receive email reminders.

If you or your new hire have any questions regarding this new onboarding process, please reach out to HR at personnel@wwcc.edu. We are here to assist you throughout the process!

*For a view of the full Onboard process refer to the **“NEOGOV Onboard New Hire Workflow”**