HealthcareSource
Position Manager®

QUICK START GUIDE

Onboarding for Applicants

Congratulations! If you're receiving this document, chances are you've been hired for an opening. Way to go!

Now it's time to complete some tasks so your new employer can ensure you receive necessary information and complete informational forms for your employee profile. These "onboarding" tasks provide a way for organizations to share and collect information with newly-hired applicants (like you!). Documents are assigned to applicants using an applicant tracking system (in this case, Position Manager®), which appear in your career site profile as tasks to complete.

Completing Onboarding Forms

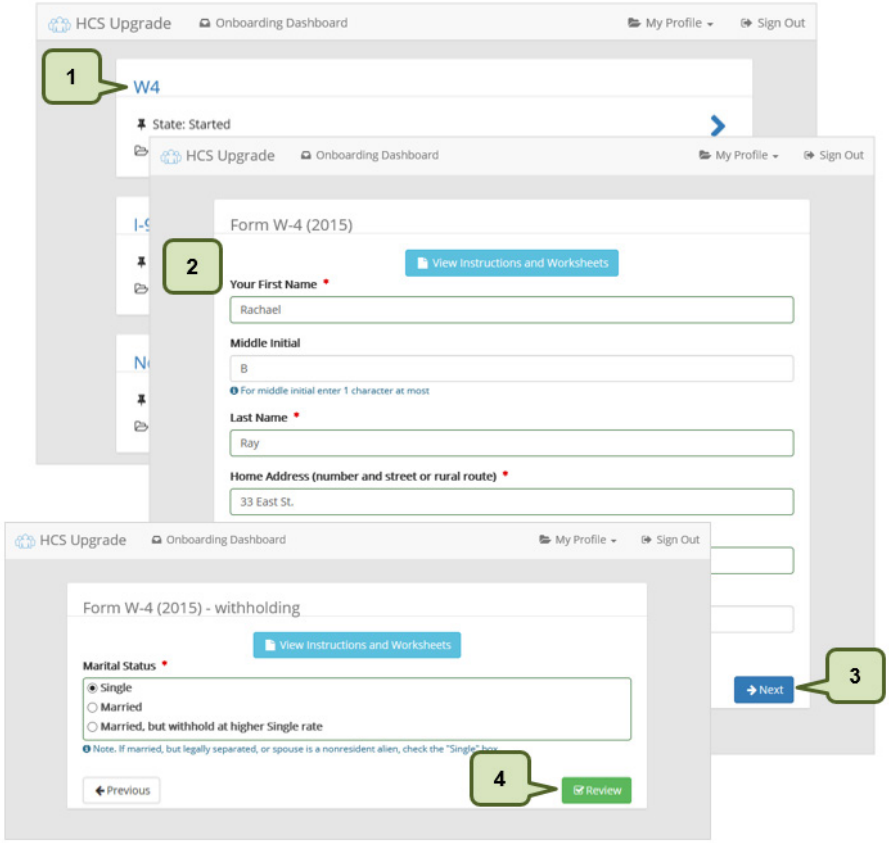
Documents assigned to you for completion appear under the **Onboarding Dashboard** on your career site profile. These documents must be completed, reviewed, and submitted to the HR department.

An email notification is sent when onboarding documents have been assigned. This email contains a link that opens the **Onboarding Dashboard** page after logging in to the career site. From there, completing onboarding documents is a simple process:

1. From the **Onboarding Dashboard**, click the name of a document to complete.
2. Complete the required fields on the pages where indicated.

   Required fields are marked with a red asterisk*.

   Note: *Some form fields may be pre-populated based on information submitted in your application.*
3. Click **Next** to advance to additional pages on the form (if applicable).
4. On the final page of the form, click **Review**.



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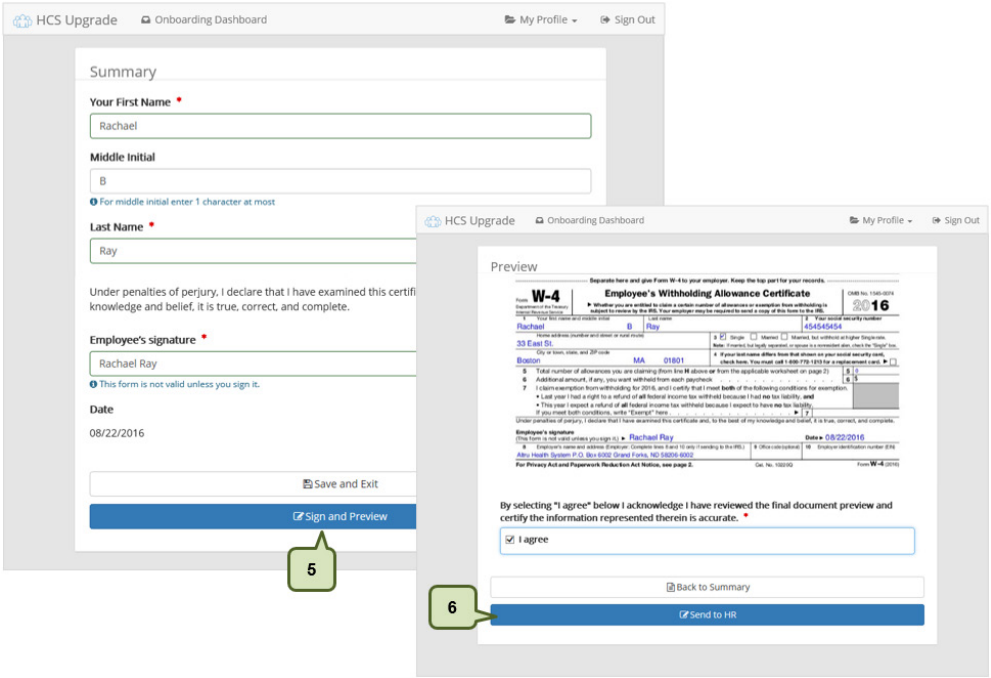
5 The completed form is displayed containing all the Information entered. Type your name in the **Employee's Signature** field and click **Sign and Preview**.

6 The completed form is again displayed in its native format with the entered information overlaid into the corresponding fields. Review the information a final time and click **Send to HR** at the bottom of the form.



Documents that are sent to HR are considered complete. The status of these documents is displayed as **Completed** in your profile. You are able to view completed documents from your **Onboarding Dashboard**; however, you are not able to make further edits to those documents once submitted.

Notes

Additional item to consider when working with onboarding documents are listed below.

- Progress on documents is saved as each field is completed. When a document is started, but not completed, the status of the document is updated to **Started**. You can re-open these documents to complete and submit to HR at any point (as long as all required fields are completed).
- A **Print** button at the bottom of completed forms allows you to print a copy of the form for your records.

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