# Hiring Manager View Onboarding Status

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Office of Human Resources
512-499-4587

| Hiring Manager View Onboarding Status |
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**1.** Navigate to **Manager Self Service** Landing Page.
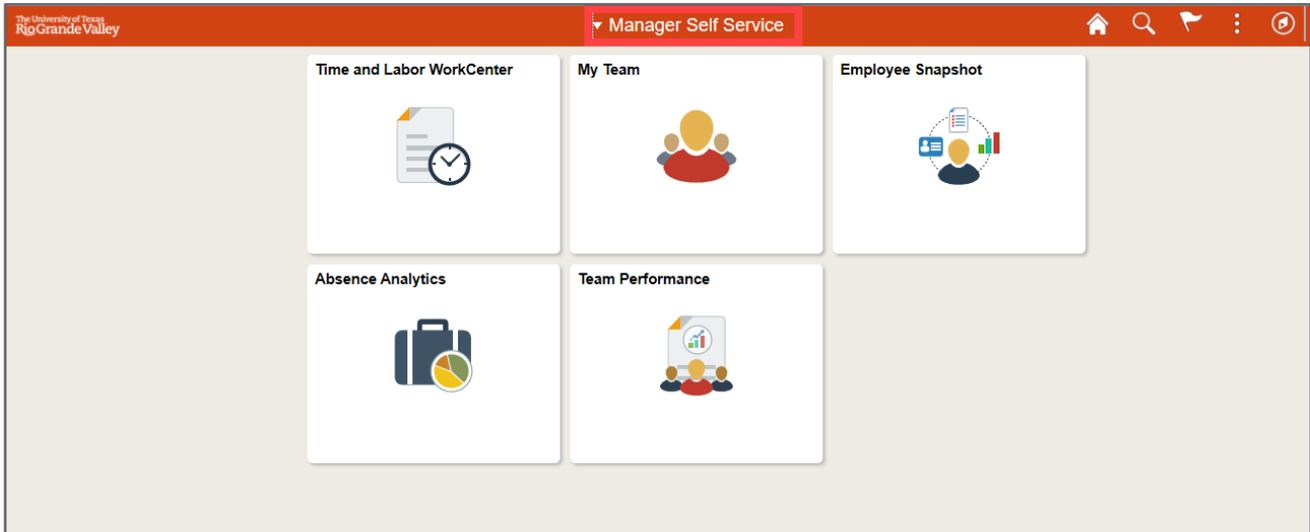


**2.** Select the **My Team** tile.
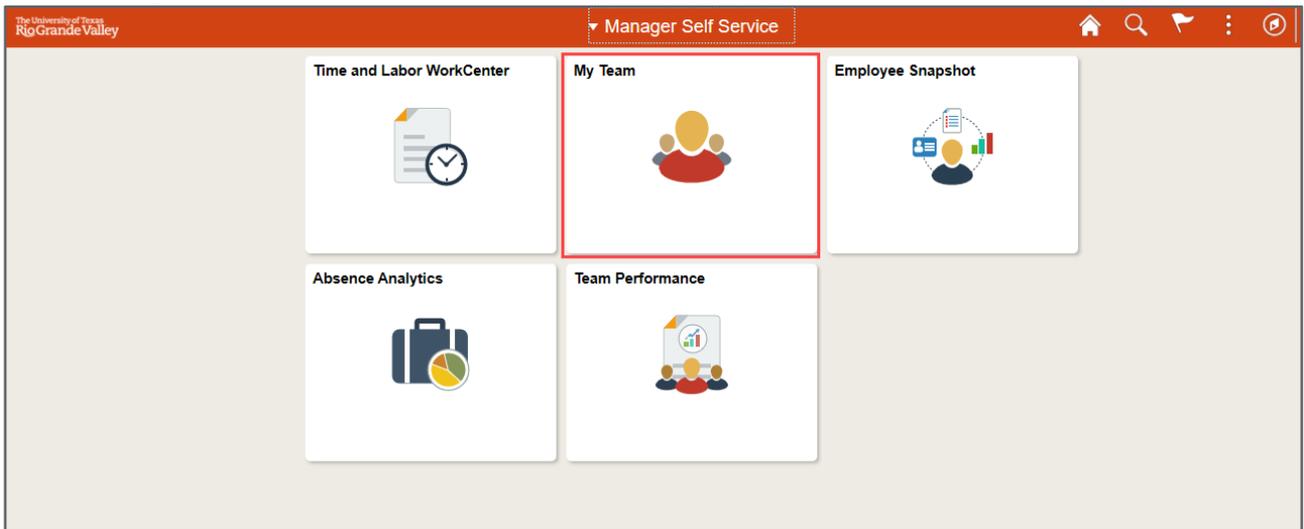


**3.** Select the green drop down "**Action Menu**" beside the name of the new hire (the employee must be in a positon that reports to the manager)

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**4.** Select **Onboarding Status**.

| ‹ Manager Self Service | Actions ✕ | | My Team | | |
|---|---|---|---|---|---|
| **Name / Title** | Time Management › | Total | **Department / Location** | **Email / Phone** | **Today's Status** |
| **Clarissa Caballero** ⊙ Student Asstant | Job and Personal Information › Compensation › Development › | | Univ Marketing & Communication Community Engmt & Stud Success | CLARISSA.CABALLERO01@UTRGV.EDU 956/451-7006 | Off |
| **Maria Herrera** ⊙ Student Asstant | Performance Management › OnBoarding Status | | Univ Marketing & Communication Community Engmt & Stud Success | maria.a.herrera01@utrgv.edu 956/665-2741 | Off |

**5.** Review the status column for all pending onboarding events.

**6.** Select **Remind Employee** to generate an onboarding reminder email to employee.

**Summary**

`Remind Employee`

The steps for OnBoarding and their statuses are listed. If the employee has not completed the OnBoarding Process, you may use the "Remind Employee" button to send a reminder notification to the employee to complete it.

**Steps**                                                                                                16 rows

| Step | Status | Required |
|---|---|---|
| Welcome to the University of Texas Rio Grande Valley | ○ Visited | No |
| Emergency Contacts | ○ Not Started | No |
| Verify Contact Details | ○ Not Started | No |
| Verify Addresses | ○ Not Started | No |
| Ethnic Groups | ○ Not Started | No |
| Disability | ○ Not Started | No |
| Veteran Identification | ○ Not Started | No |
| Data Privacy Elections | ○ Not Started | No |
| Highest Education Level | ○ Not Started | No |
| Relative Employed by UT | ○ Not Started | No |
| Tax Withholding | ○ Not Started | No |