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| **Hiring Manager View Onboarding Status** |
| **1.** Navigate to **Manager Self Service** Landing Page.  C:\Users\bdelgado\AppData\Local\Temp\SNAGHTML5784e35.PNG  **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)    **4.** Select **Onboarding Status**.    **5.** Review the status column for all pending onboarding events.  **6.** Select **Remind Employee** to generate an onboarding reminder email to employee. |