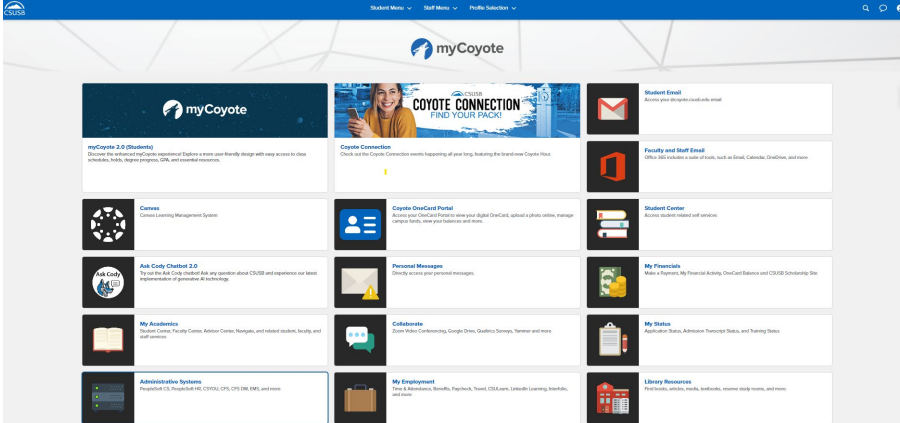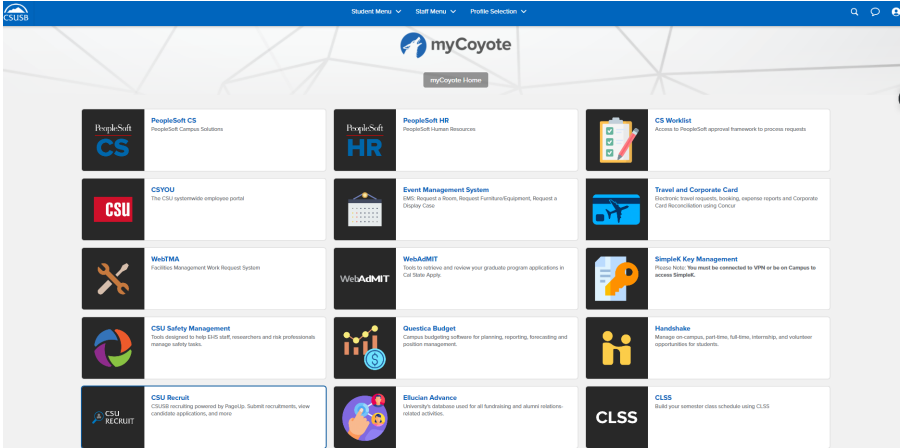**CSU Recruit – View Onboarding Checklist as Hiring Administrator**

Human Resources

Employment Services

Last Revised:9/9/2024

CSU Recruit – How to view Onboarding Checklist as Hiring Administrator

Action	Information/Screenshot
How to view Onboarding Checklist as Hiring Manager	Navigate to: **csusb.edu** and log into **'myCoyote'** employee profile From Home Dashboard, locate and select **'Administrative Systems'**
myCoyote navigation to CSU Recruit	From 'Administrative Systems' webpage, locate and select '**CSU Recruit**'
CSU Recruit Dashboard	There are various actions you can take in the **CSU Recruit Dashboard**; to view **'New Hire Tasks'** select the tab that indicates **'Offers'**

Depending on whether the offer is currently on the conditional or formal stage, you can view offers under the **'x Offers awaiting your approval'** or

'x New Hires' link

For this example, we will review the

'x New Hires' link under **'Offers'**
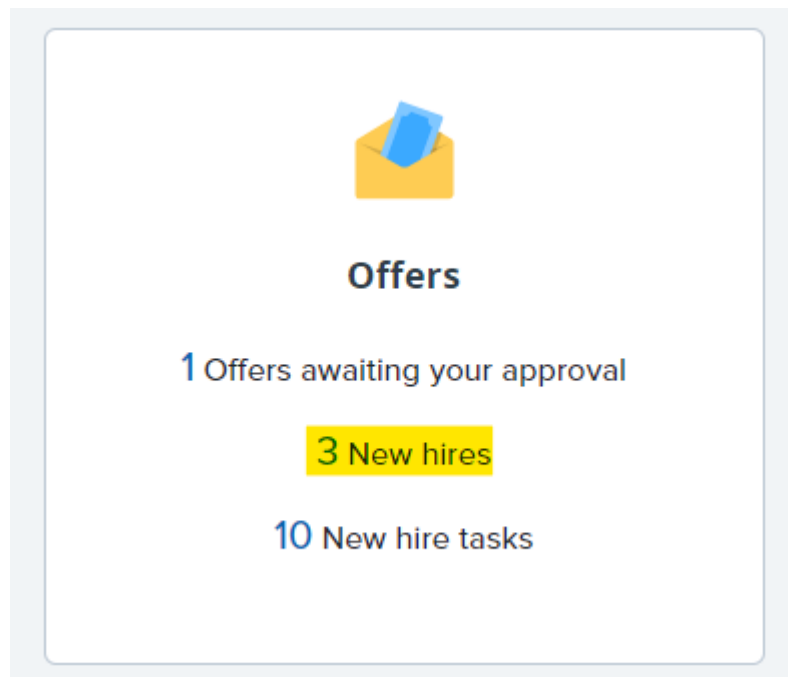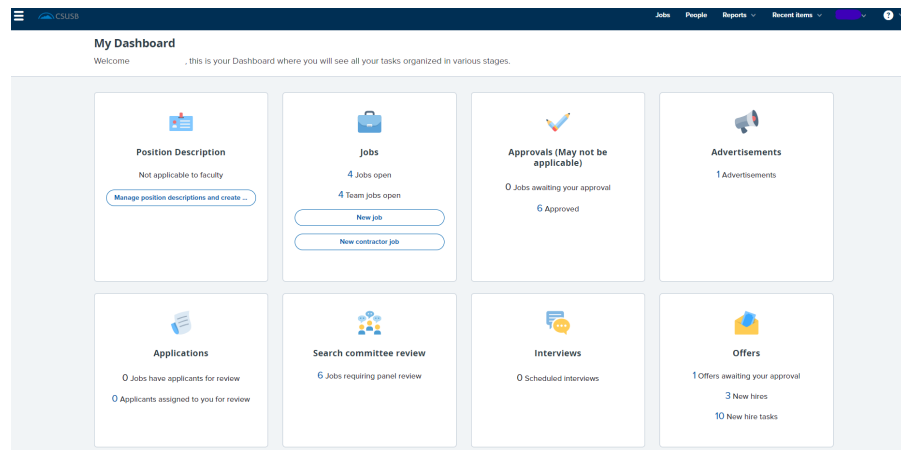
Offers Webpage (New Hires)	The **Offers** webpage gives the ability for Hiring Administrator to view **Applicant Name**, **Requisition Number**, and **Application Status** Also included is the ability to **'View Offer Details'** and '**View All Tasks'** Locate your appropriate requisition and select **'View all tasks'**. **This will open the Applicant's overall tasks as an employee, including tasks for the Hiring Administrator to review and complete with assignment due dates**
New Hire Tasks Including Hiring Administrator tasks	Review the **'New Hire Tasks'** page for applicant; it will be set to 'All tasks' by default. Select **'Manager/Supervisor' tab** under **'Assigned To'** Here is where you can review six recommended steps to take for your new employee (up until the new hire's one year check-in), for example guidance on what steps to take to welcome your new hire, starting before their first day

The tasks will have a recommended due date for completion; you can complete the assigned tasks by selecting the respective task, reviewing the suggested material, complete the recommended tasks, then finally indicating that the task is complete by selecting the **'Complete task'** button

This will update the status to **'Complete'**

When you are done reviewing, you may close the **'New Hire Tasks'** and **'Offer Details'** webpages, or return to your **'CSU Recruit Dashboard'** homepage.

CSU Recruit – How to view Onboarding Checklist as Hiring Administrator