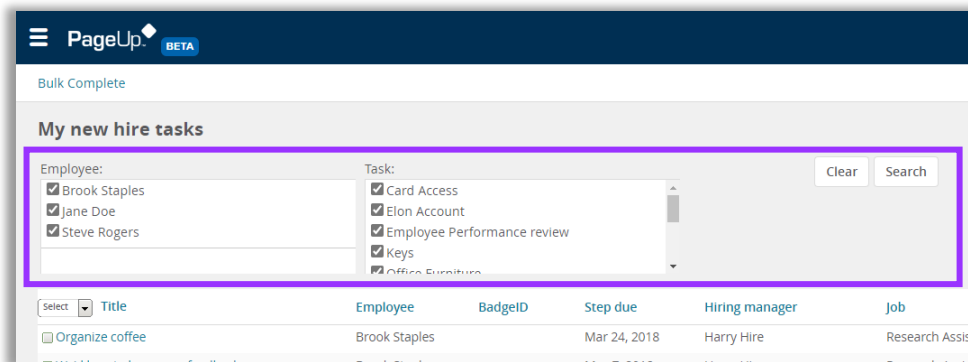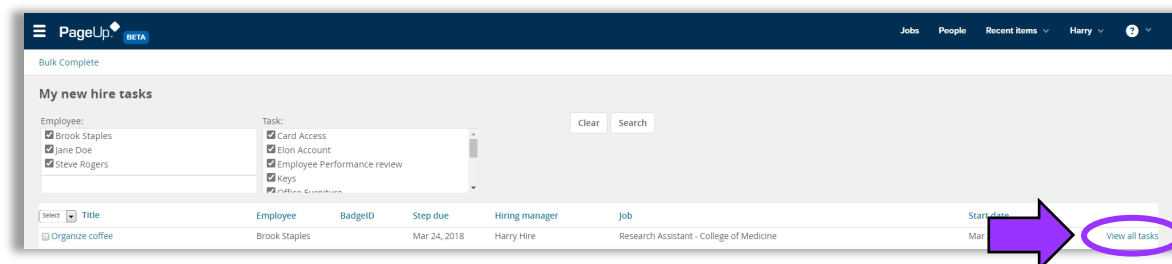## Creating and Assigning Additional Onboarding Tasks

Hiring Managers can create and assign additional onboarding tasks to members of their team.
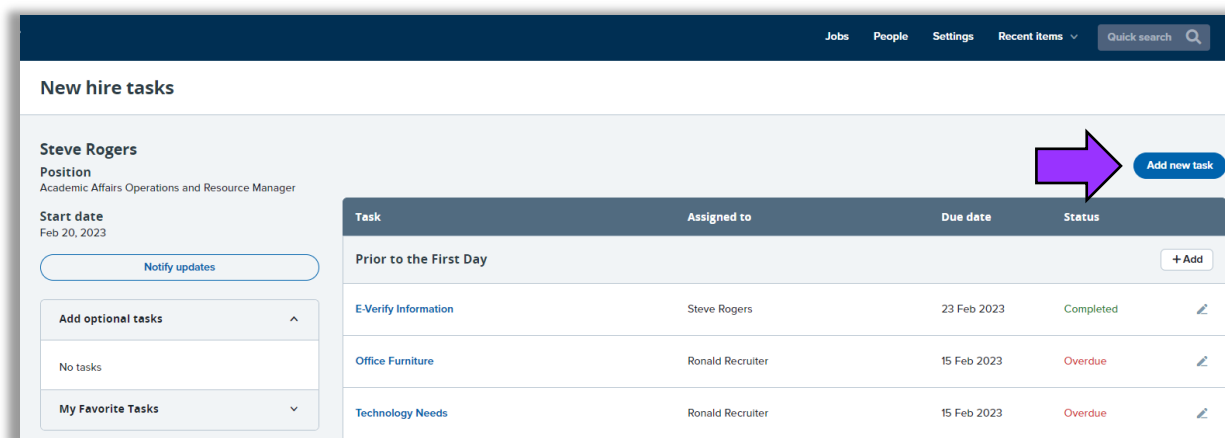
1. Navigate to the **My New Hire Tasks** using the side menu.
2. Search for the specific employee(s) using the search function.

3. Click on **View All Tasks** (blue text) on the right side of the screen beside the new employee.


4. Click **Add Optional Tasks** on the left side of the screen.

5. A **New Task** pop-up window will appear.
6. Add a required **Title** to the new onboarding task (e.g., FERPA Training).
7. Select the required **Group** from the dropdown list depending on when you wish for the new employee to complete the task: Prior to the First Day, First Day, First Week, or First 30 Days.
8. If known, enter a **Due Date** and a **Due Time.**
9. Enter the task **Description** in the text box. You can click on the three dots (ellipsis) to expand the toolbar.
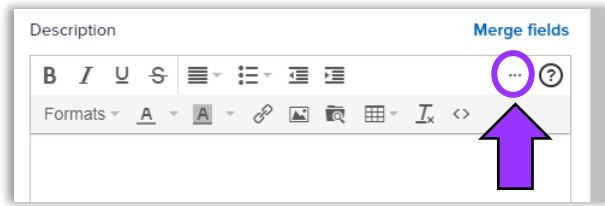
10. To be consistent with the pre-loaded onboarding tasks, you can add title within the task description textbox using Heading 5.
    a. First, type the title in the text box.
    b. Highlight the title (hold left mouse button + drag across title to select).
    c. Go to Formats >> Headings >> Heading 5
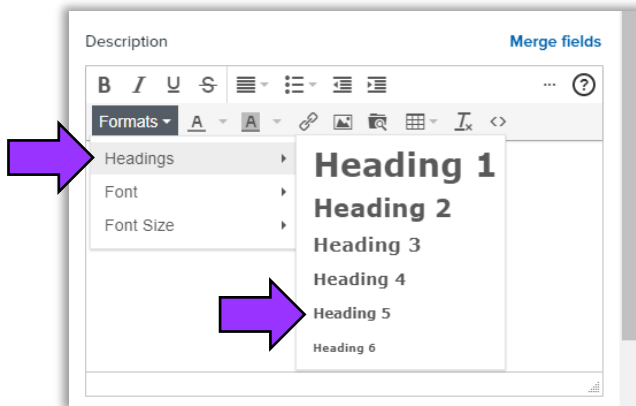
11. You have the option to hyperlink text in the task.
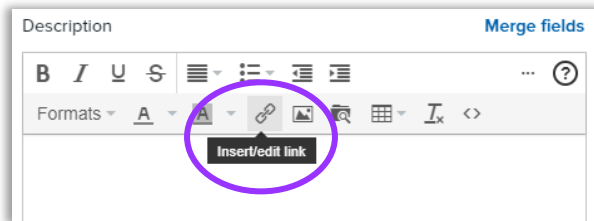
12. Next, you assign the task to both the manager and employee, the manager, or the employee by clicking on the appropriate radio button. "**Task allocated to**" is a required field.
13. (Optional) If you will be using the onboarding task on a regular basis, check the box next to **Add to favorites.**
14. Once all the required field are completed, the **Create** pill button changes from gray to blue. Click **Create**.
15. Clicking the Create button closes the window. The new task now appears on the **New Hire Tasks** screen in the **Group** that you assigned it to. Notice that the added onboarding task has icons for editing and deleting the task on the right side of the screen.