

## Did you know? How to Complete New Hire Tasks In Bulk

1. For multiple hires with the same tasks click on **new hire tasks** on your dashboard or **My new hire tasks** under the Hamburger menu. A listing of all the hires and tasks will be shown.
2. In the upper left hand side of the screen, the Employee's name and Task will be listed. Select the appropriate employees and the task or multiple tasks which you want to Bulk Complete. You may do **multiple employees** and **multiple tasks** OR you may do only **one employee** and **one task**.



Offers

0 Offers awaiting your approval

2 New hires

21 New hire tasks

Bulk Complete

My new hire tasks

Select	Title	Employee	Kstate EID	Step due	Hiring manager	Job	Start date	
<input type="checkbox"/>	Order 30 Day Parking Permit	Lucky Kleinschmidt		29 Oct 2018	Hank Hill	Admissions Representative TEST	29 Oct 2018	<a href="#">View all tasks</a>
<input type="checkbox"/>	Order 30 Day Parking Permit	Charles Brown		19 Nov 2018	Harry Hire	Admissions Representative TEST	19 Nov 2018	<a href="#">View all tasks</a>
<input type="checkbox"/>	First Day, First Impressions	Lucky Kleinschmidt		29 Oct 2018	Hank Hill	Admissions Representative TEST	29 Oct 2018	<a href="#">View all tasks</a>
<input type="checkbox"/>	First Day, First Impressions	Charles Brown		19 Nov 2018	Harry Hire	Admissions Representative TEST	19 Nov 2018	<a href="#">View all tasks</a>

3. Once you click the **Employee(s)** and the **Task(s)**, click **Search**. This will bring up those selected individuals and tasks.

Select records:  
 All pages  
 Current page  
 Clear all selections

Select  
Title  
 Setting the Stage for your New Hire

4. Next, click on **Select** for all pages or Current page or click on the **box** in front of the task(s).
5. Then click on **Bulk Complete** at the top left hand corner of the screen. You will receive a yellow box with confirmation of completed task(s).

Bulk Complete

Bulk Complete

My new hire tasks

My new hire tasks

You have successfully completed 4 tasks.

### Hiring Highlight - Tips and Trends in Hiring

# 53%

of HR professionals say employee engagement increases when onboarding is improved. (SilkRoad)

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