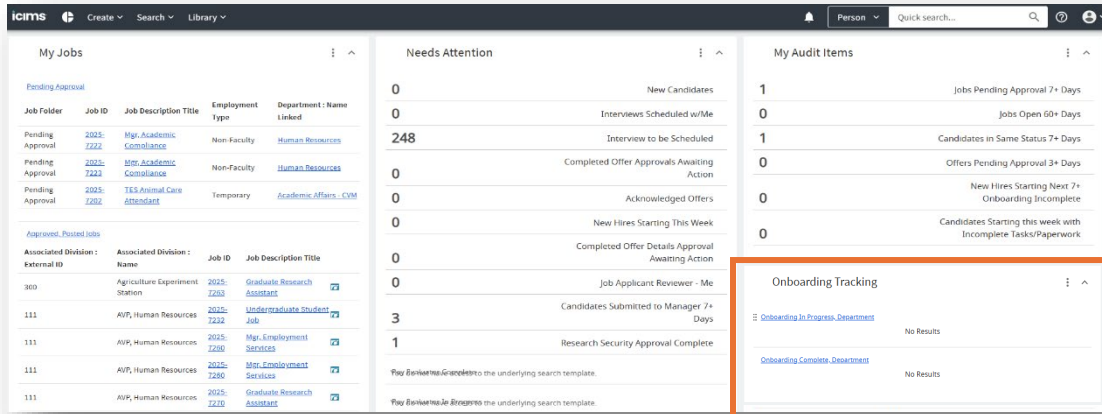




iCIMS Onboarding

1. From your iCIMS Dashboard locate the **Onboarding Tracking** panel.

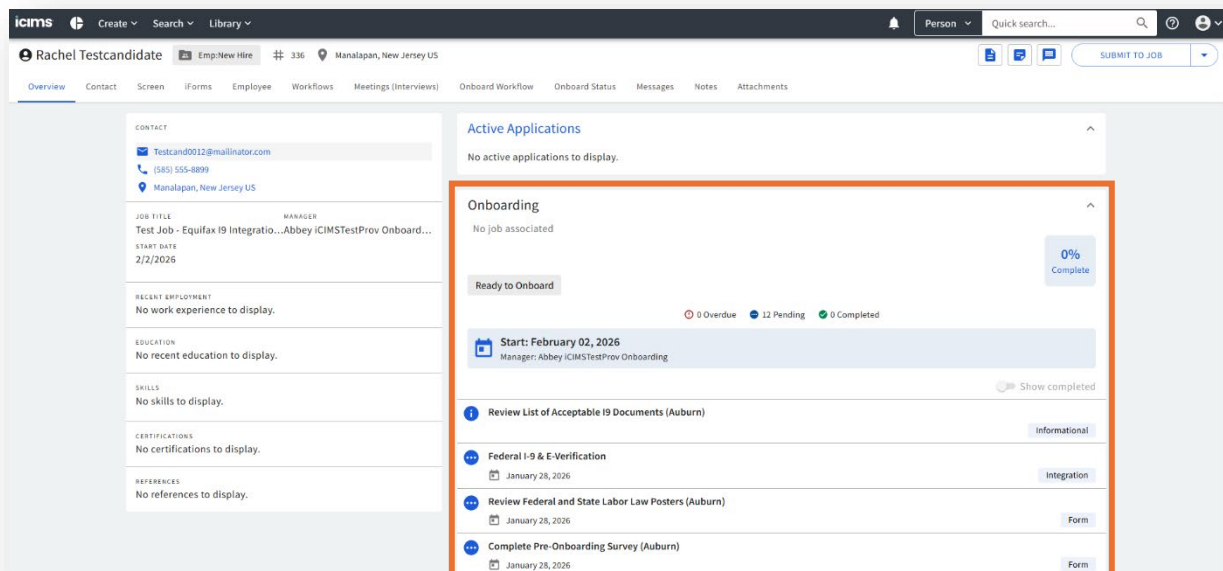
Within this panel, you can easily identify individuals that have been assigned to the onboarding process. This includes onboarding tasks in progress, those that have completed onboarding and are awaiting Banner entry (Records Initial Review and Records Final Review), and candidates that are scheduled to begin employment during the current week but have outstanding onboarding tasks.



2. Click on the person's name you are currently tracking onboarding for.

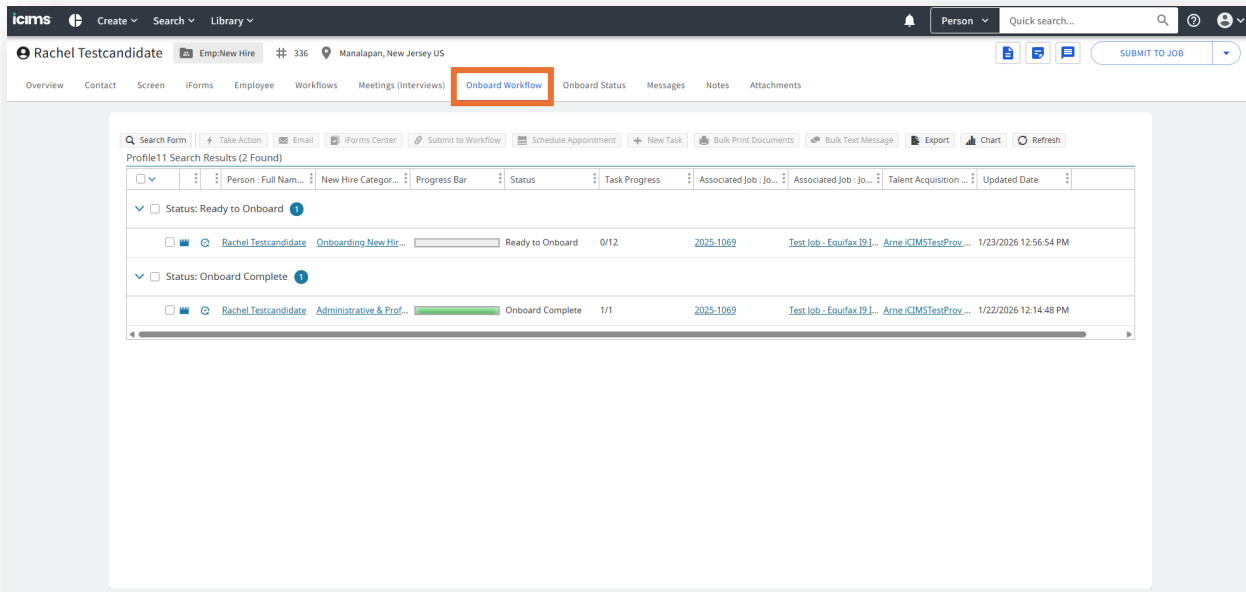
The Person Profile displays an Onboard Workflow and Onboard Status tab which shows actual status in real time of the individuals onboarding tasks.

If an employee has started the onboarding process, an onboarding panel will display under the overview section of their employee profile. Their start date will display along with their list of assigned onboarding tasks and overall percentage of completion. The profile also provides an overview of the number of tasks overdue, pending, and complete.





You can also monitor the new hire onboarding progress by selecting the **Onboard Workflow** tab.



This view allows you to see which checklists have been assigned to the employee and their progress toward completion.

Workflow statuses are automatically updated based on employee progress toward completion.

ONBOARDING STATUS	
Ready to Onboard	New hire is set to begin onboarding; no tasks started yet.
Onboard in Progress	Onboarding tasks have started; at least one task is in progress.
Onboard Complete	All onboarding tasks (for new hire and others) are finished.
New Hire Tasks Completed	New hire finished their assigned tasks, but other tasks (i.e. for supervisor) remain.
No Show/Closed	Workflow is closed; new hire did not start, or process is ended. Tasks can no longer be completed.



The Onboard Status tab allows you to view all assigned onboarding tasks with associated due dates. The color-coded circles along the left side of each task indicates status of completion.

Gray - Employee has not taken action on assigned task.

Yellow - Employee has started task but has not completed it.

Green - Employee has completed task.

The screenshot shows the iCIMS interface for the 'Onboard Status' tab. The top navigation bar includes 'Overview', 'Contact', 'Screen', 'iForms', 'Employee', 'Workflows', 'Meetings (Interviews)', 'Onboard Workflow', 'Onboard Status' (highlighted), 'Messages', 'Notes', and 'Attachments'. The main content area displays two sections of tasks:

- Administrative & Professional - 1/22/2026 12:14 PM** (Progress: 1/1)
- Onboarding New Hire Paperwork - 1/23/2026 12:56 PM** (Progress: 2/9)

Each section contains a table of tasks with columns: Name, Type, Assigned To, Due Date, and a status indicator (checkmark or X).

Name	Type	Assigned To	Due Date	Status
Federal I-9 & E-Verification	Integration	Rachel Testcandidate	1/28/2026	✓
Review List of Acceptable I-9 Documents (Auburn)	Informational	Rachel Testcandidate	1/28/2026	✓
Visit Onboarding Center Website (Auburn)	General	Rachel Testcandidate	1/28/2026	✓
Onboarding Appointment Overview (Auburn)	General	Rachel Testcandidate	1/28/2026	✓
Schedule Appointment for Section 2 of I-9 Form (Auburn)	General	Rachel Testcandidate	1/30/2026	✓
Onboarding Overview (Auburn)	General	Rachel Testcandidate	1/28/2026	✓
Complete Pre-Onboarding Survey (Auburn)	Form	Rachel Testcandidate	1/28/2026	✓
Personal Data Form (Auburn)	Form	Rachel Testcandidate	1/30/2026	✓
W4 Tax Form (Auburn)	Form	Rachel Testcandidate	1/30/2026	✓
Review Federal and State Labor Law Posters (Auburn)	Form	Rachel Testcandidate	1/28/2026	✓



Candidate's View

The following image depicts the employee's view of the onboarding process. A progress bar will appear at the top of the screen. Their list of available tasks will appear along the left side of the screen. Selected tasks will open on the right side of the screen.

Completed tasks and resources are located along the bottom left side of the screen.

[View Profile](#) | [Logout](#)

Welcome Aboard

7% Completed

12 task(s) remaining

Welcome Message ▾

- ✓ Portal Welcome Read

Tasks

- Complete Pre-Onboarding Survey (Auburn)
Due 1/28/2026
- Federal I-9 & E-Verification
Due 1/28/2026
- Onboarding Appointment Overview (Auburn)
Due 1/28/2026
- Onboarding Overview (Auburn)
Due 1/28/2026
- Review Federal and State Labor Law Posters (Auburn)
Due 1/28/2026
- Visit Onboarding Center Website (Auburn)
Due 1/28/2026
- A4 Tax Form (Auburn)
Due 1/30/2026
- C4 Tax Form (Auburn)
Due 1/30/2026
- Invitation to Self-Identify as a Protected Veteran (Auburn)
Due 1/30/2026

Visit Onboarding Center Website (Auburn)

The Onboarding Center website provides an overview of on-campus and local resources. Visit the following links to explore all that Auburn has in store!

New Employee Resources: https://www.auburn.edu/administration/human_resources/onboarding/new-employees.html.

Community Resources: https://www.auburn.edu/administration/human_resources/employment/our_community.html.

Mark as Complete



Tasks

- Onboarding Appointment Overview (Auburn)
Due 1/28/2026
- Onboarding Overview (Auburn)
Due 1/28/2026
- Schedule Appointment for Section 2 of I9 Form (Auburn)
Due 1/30/2026
- Complete Pre-Onboarding Survey (Auburn)
Due 1/28/2026
- Federal I-9 & E-Verification
Due 1/28/2026
- Review Federal and State Labor Law Posters (Auburn)
Due 1/28/2026
- W4 Tax Form (Auburn)
Due 1/30/2026

Onboarding James Townsend

Watch on YouTube

[Mark as Complete](#)

Resources ▾

- Review List of Acceptable I9 Documents (Auburn)
Unread

Completed Tasks ➤

Welcome Aboard

30% Completed 7 task(s) remaining

Welcome Message ▾

- ✓ Portal Welcome
Read

Tasks

- Onboarding Appointment Overview (Auburn)
Due 1/28/2026
- Onboarding Overview (Auburn)
Due 1/28/2026
- Schedule Appointment for Section 2 of I9 Form (Auburn)
Due 1/30/2026
- Complete Pre-Onboarding Survey (Auburn)
Due 1/28/2026
- Federal I-9 & E-Verification
Due 1/28/2026
- Review Federal and State Labor Law Posters (Auburn)
Due 1/28/2026
- W4 Tax Form (Auburn)
Due 1/30/2026

Federal I-9 & E-Verification

Please click the link to complete Section 1 of your Federal I-9. Your Onboarding will not be complete until sections 1 and 2 have been processed.

[Please click here to start your I-9](#)



Onboarding Workflow

The following image depicts the onboarding workflow through the ICIMS platform.

