New Hires Training Exercise 3: Accessing USA Staffing Onboard as the New Hire

Now that you have completed the online portion of training for the New Hires area, it is time to log into the Stage environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

This practice exercise will walk you through accessing the USA Staffing Onboard system as the new hire. Since you will be taking these steps as the new hire, you will need to do the following before you begin:

- Complete New Hires Practice Exercises 1 or 2 to create a new hire record.
- Assign tasks to the new hire record.
- Send the Tentative Job Offer e-mail notification to the new hire.
- Be sure you have access to the e-mail account for the new hire selected from the certificate or the manual record.
- Have access to the login.gov (for USAJOBS) account for the new hire. You will need to create a login.gov account if the new hire does not have an existing account.

New Hire Name: _____

1. Check the e-mail account you have created for the new hire to access the **Tentative Offer** e-mail. Click the unique access link in the e-mail.
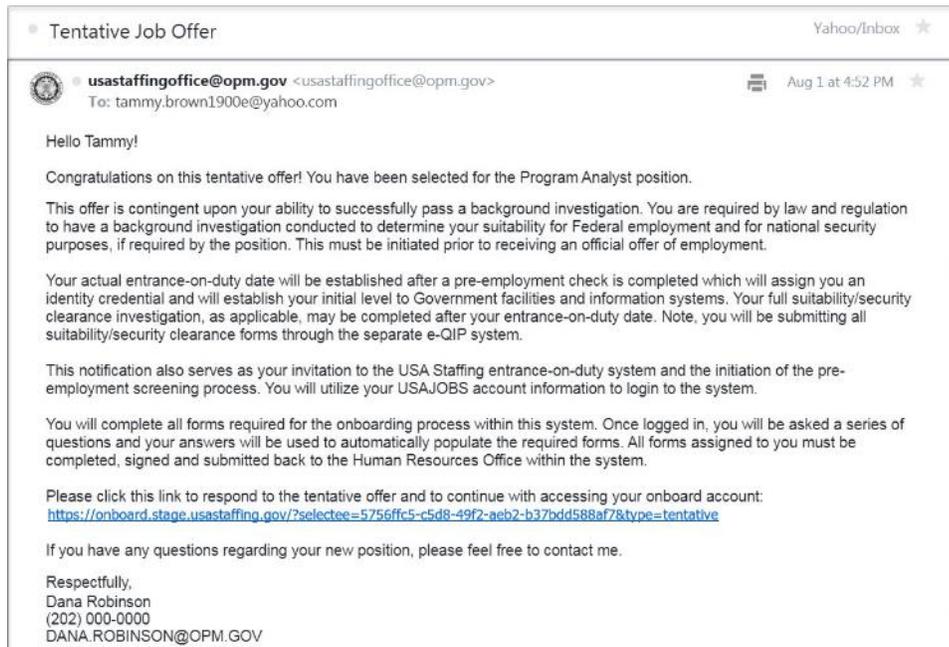

Image 1: The Tentative Offer e-mail received by the new hire.

2. After clicking on the unique link, you will be directed to the Tentative Job Offer response page.
3. Click **Accept.**
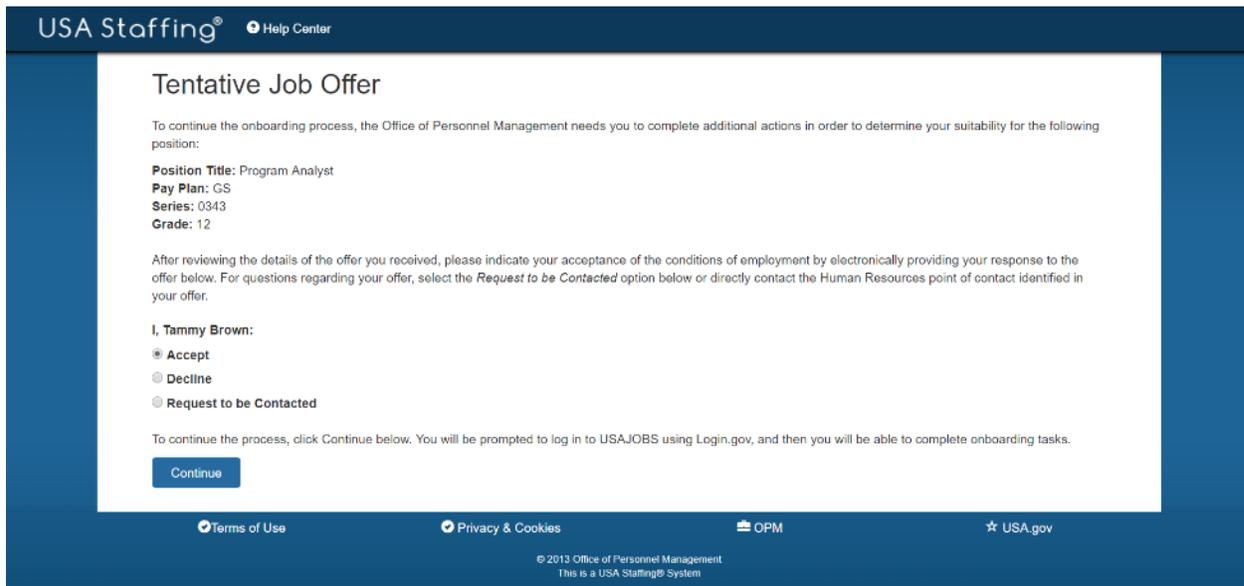4. Click the **Continue** button on the Tentative Job Offer response page.

Image 2: Tentative Job Offer Response page.

5. After clicking the **Continue** button, you will be directed to the login.gov page for USAJOBS. As the new hire, enter your **Email** address and **Password** and follow the system prompts to access your account.
   If you do not have a login.gov account, click the **Create an account** link. You will need to create an account to access the Onboard system. For more information, refer to the login.gov help center:
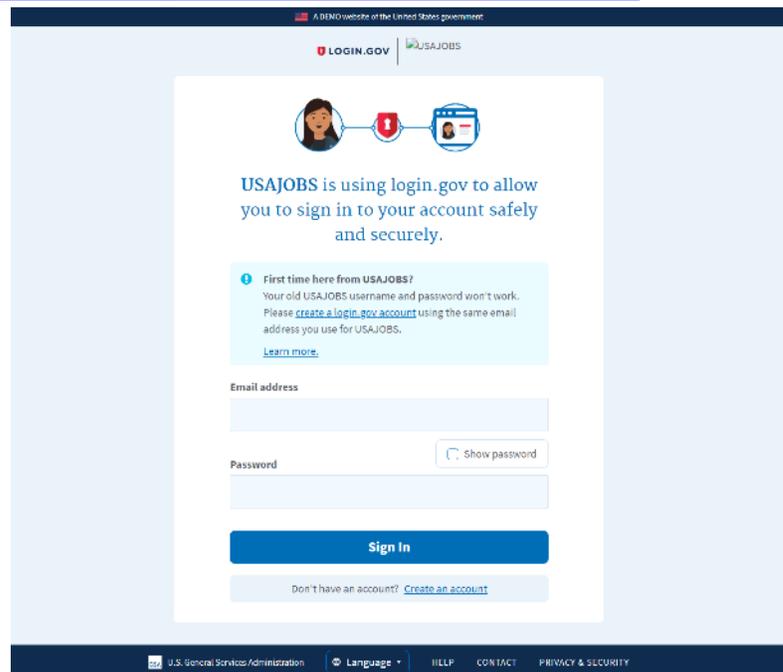   https://www.login.gov/help/creating-an-account/how-to-create-an-account

Image 3: login.gov sign-in page for USAJOBS.

6. Once signed in, you will be directed to the USA Staffing Onboard Welcome Page. Review the information on the page and click **Start** to begin completing the assigned tasks.
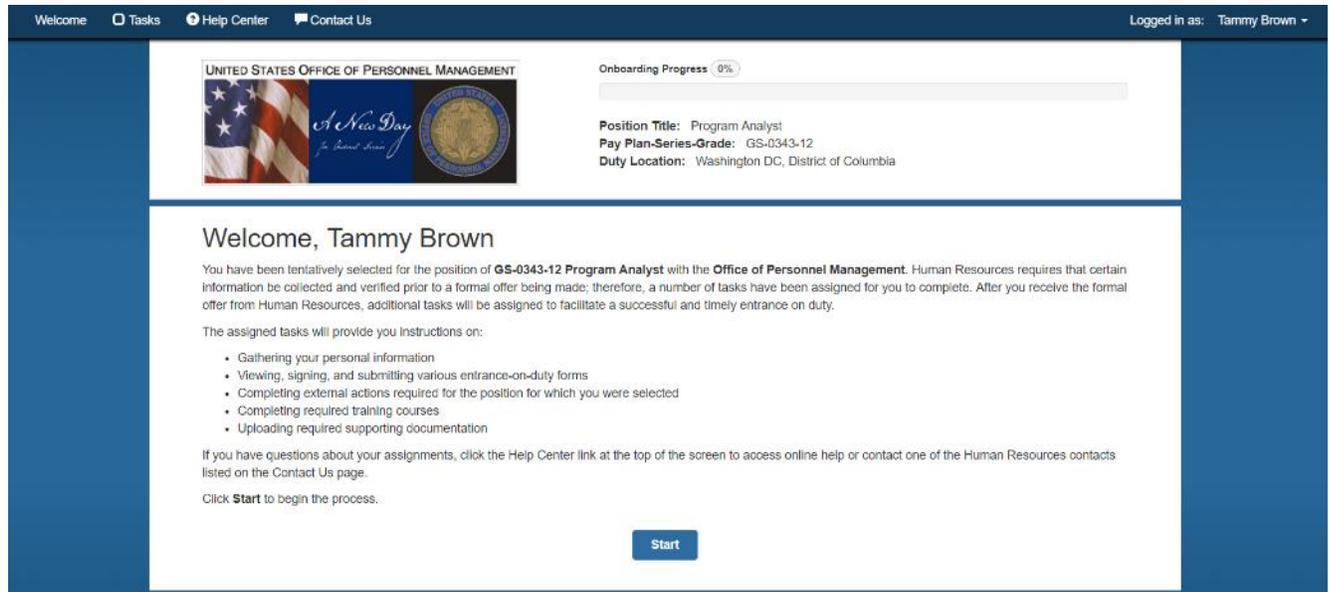

Image 4: USA Staffing Onboard Welcome page.

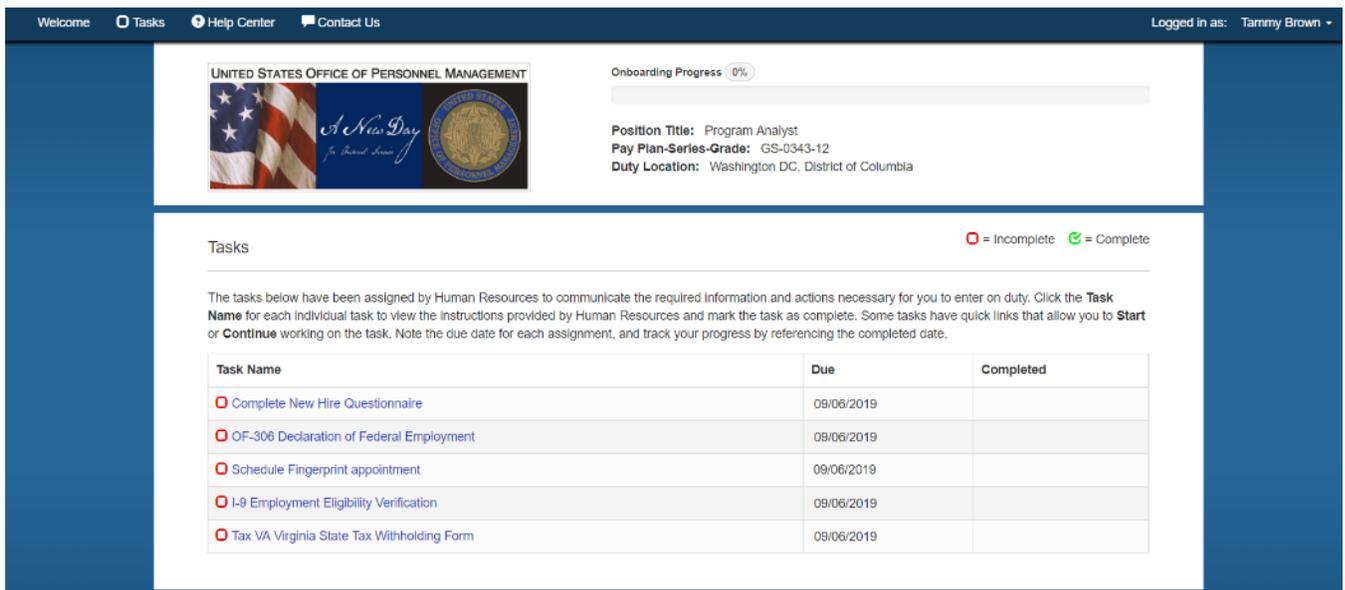7. Begin by clicking the **Complete New Hire Questionnaire** task link.

Image 5: USA Staffing Onboard Tasks page.

8. After you have opened the **Complete New Hire Questionnaire** task, the Task Details page will display all questionnaires associated with the task. Complete each questionnaire. The information you enter into the questionnaires will be used to automatically populate the onboarding forms assigned to the new hire record.
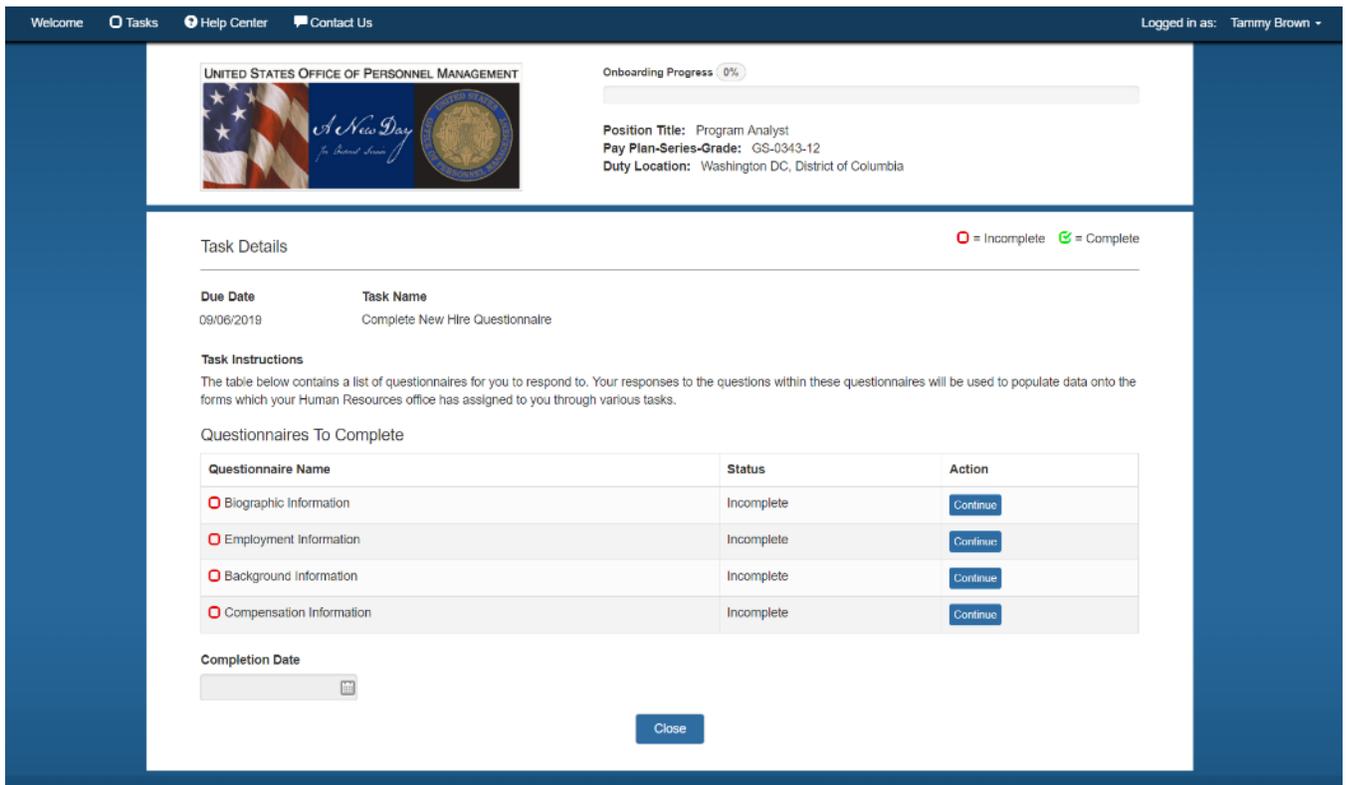
Image 6: USA Staffing Onboard Tasks Details page.

9. After you have completed all questionnaires within the **Complete New Hire Questionnaire** task, a green checkbox will display next to each questionnaire section, the progress bar will update and the **Completion Date** will automatically populate. Click the **Close** button to return to the main Tasks page.
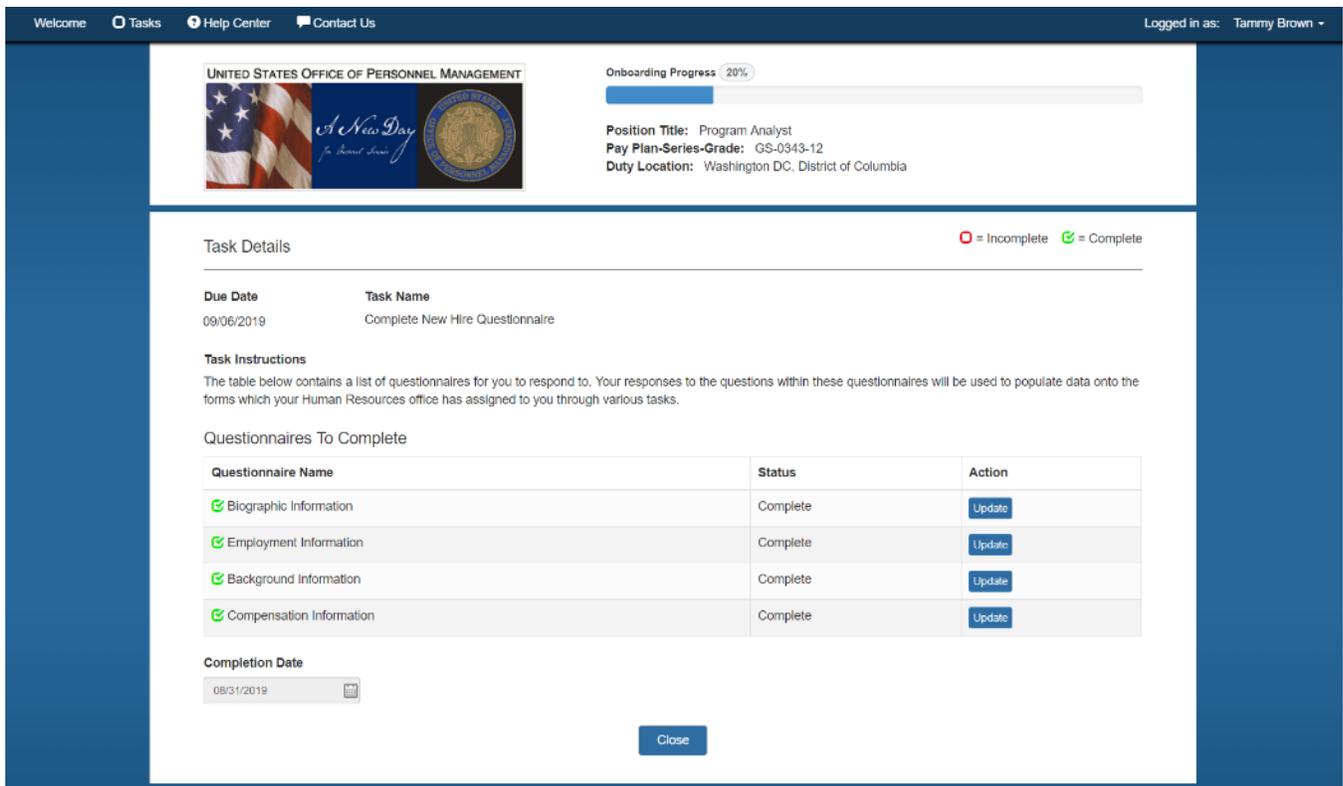

Image 7: USA Staffing Onboard Tasks Details page displaying the completed list of questionnaires.

10. The main Tasks page will display a green checkbox next to the **Complete New Hire Questionnaire** task and the **Completed** date will automatically populate for this task. Click the next task listed to begin reviewing the details for the task.
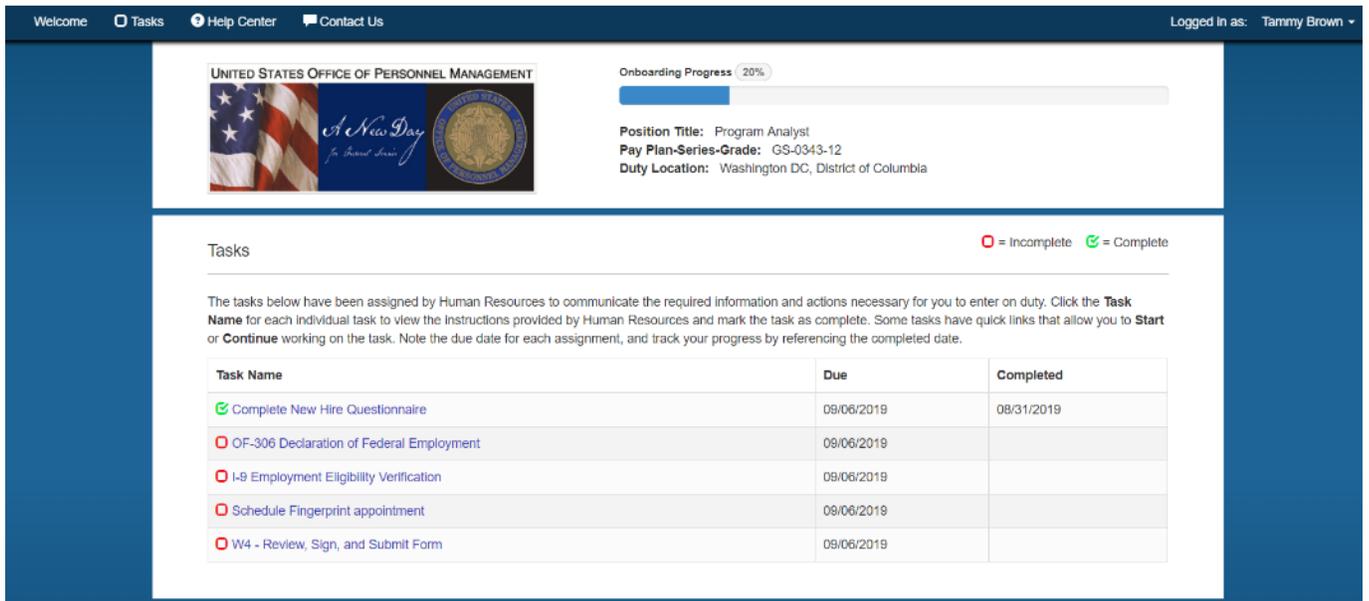

Image 8: USA Staffing Onboard Tasks page displaying the Complete New Hire Questionnaire task as Completed.

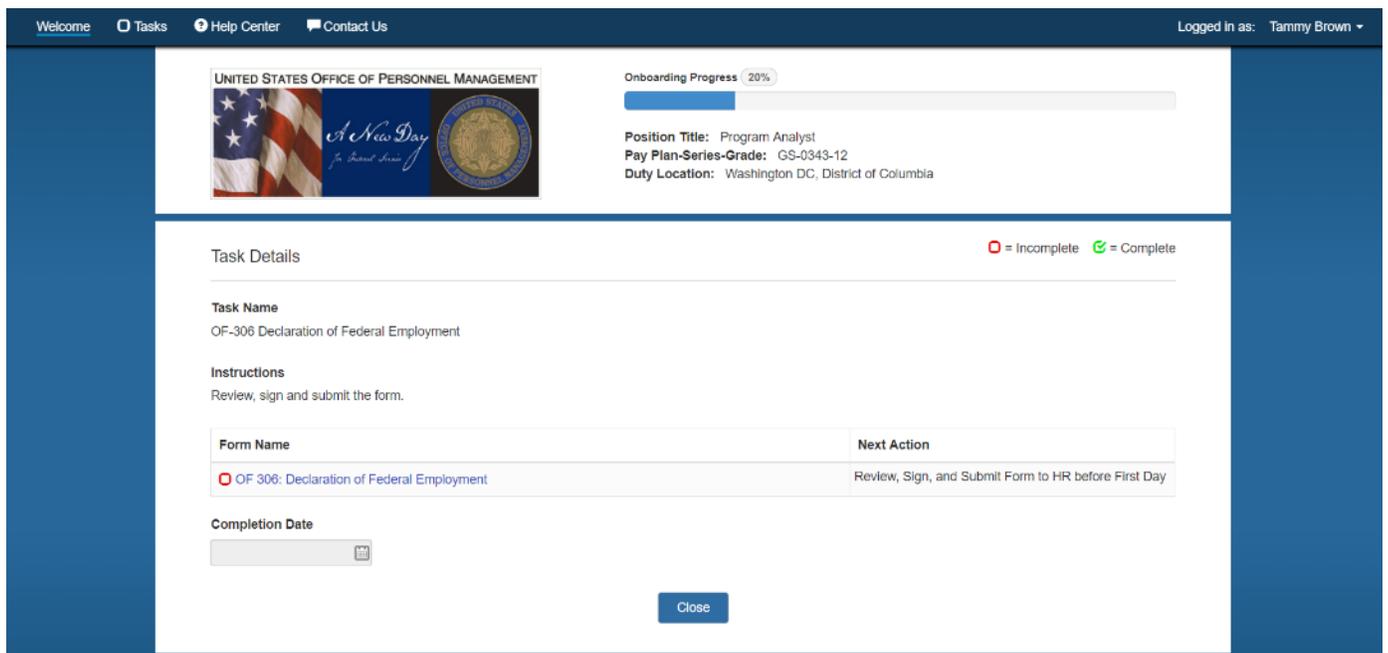11. Click on the form name to begin reviewing the populated form.

Image 9: USA Staffing Onboard Tasks Details page displaying the instructions for a form.

12. Once you have reviewed the accuracy of the information provided on the form, click the **Confirm** button.
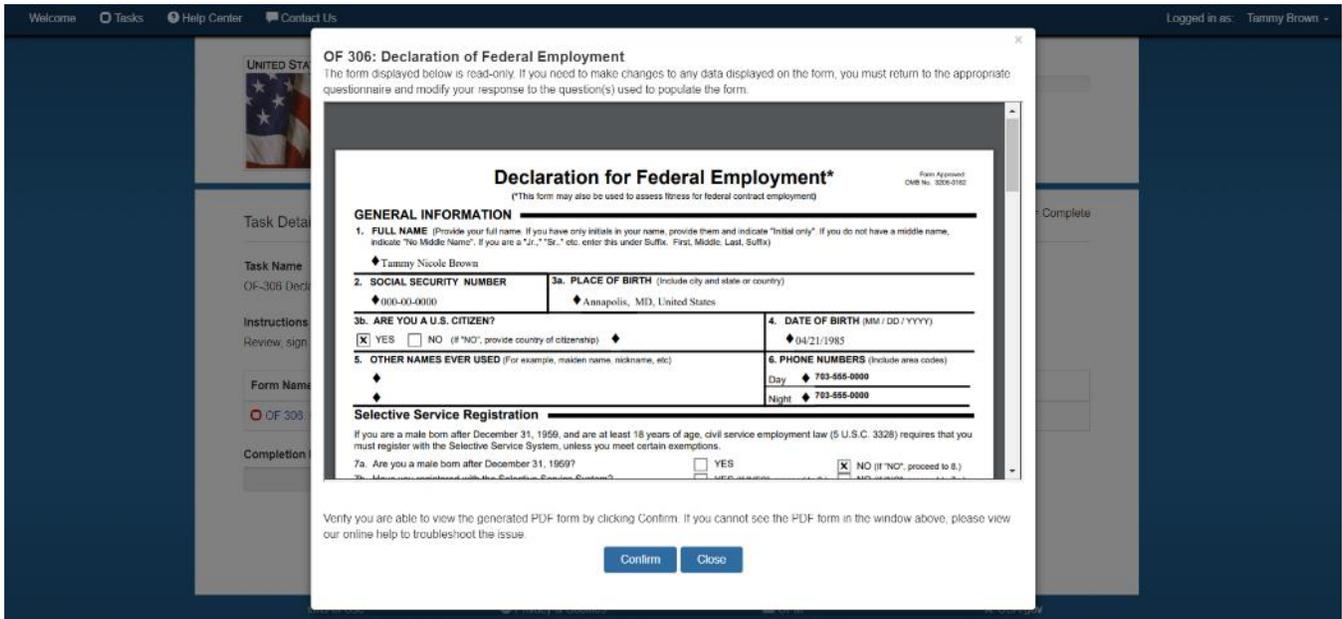

Image 10: USA Staffing Onboard PDF form display page.

13. After confirming that you have reviewed the form, click the **Sign and Submit** button to return the form to HR. Then, proceed with reviewing, signing and submitting all other assigned forms and ensure that you have completed all other tasks. (**Note**: If you receive a message that you cannot sign a form until the start date, log into USA Staffing as the HR User or Onboarding User, open the record, and complete the **Verify New Hire Arrived for First Day of Duty** task from the Overview page. Then return to the form to apply the signature as the new hire).
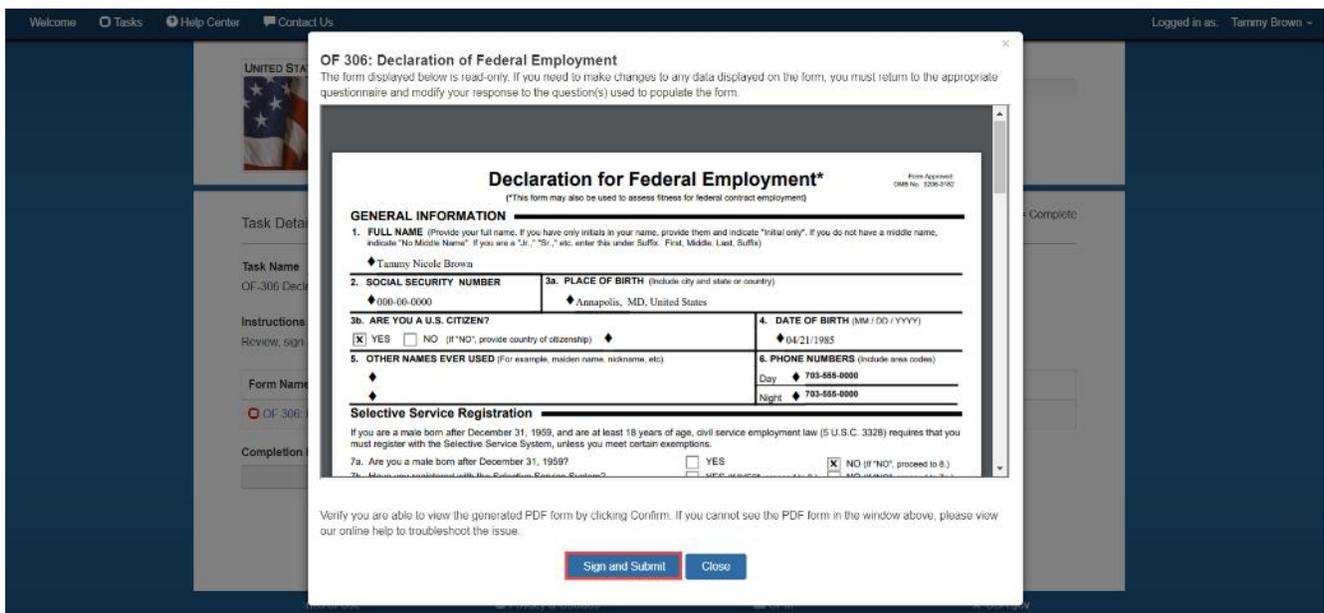

Image 11: USA Staffing Onboard PDF form Sign and Submit page.

14. After you have completed all of the assigned tasks, the **Congratulations!** message will display indicating you have completed the onboarding process in USA Staffing as the new hire. Click the **Close** button on the message and the **Close** button on the Task Details page to return to the main Tasks page.
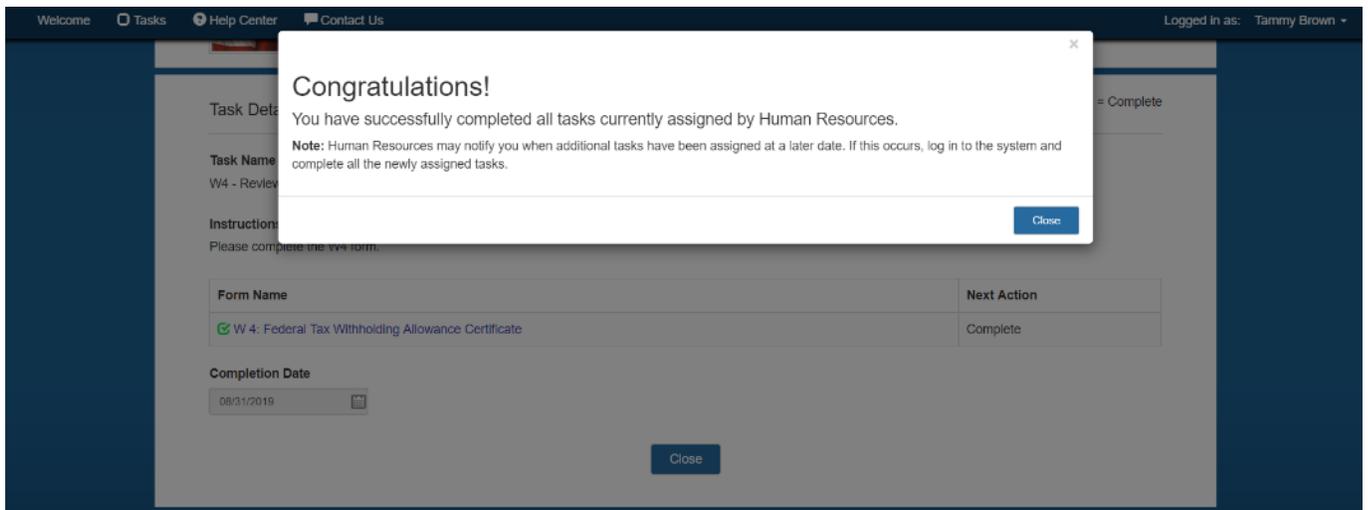

Image 12: USA Staffing Onboard Congratulations message.

15. The Tasks page will display green checkmarks next to all tasks indicating they are complete.
    Note: Depending on your agency's onboarding guidelines, the HR office may need to assign additional tasks to the new hire throughout different phases of the onboarding process. When this occurs, the new hire's progress bar percentage will update to less than 100%. And, the newly assigned tasks will display on the new hire's Tasks page for further action.
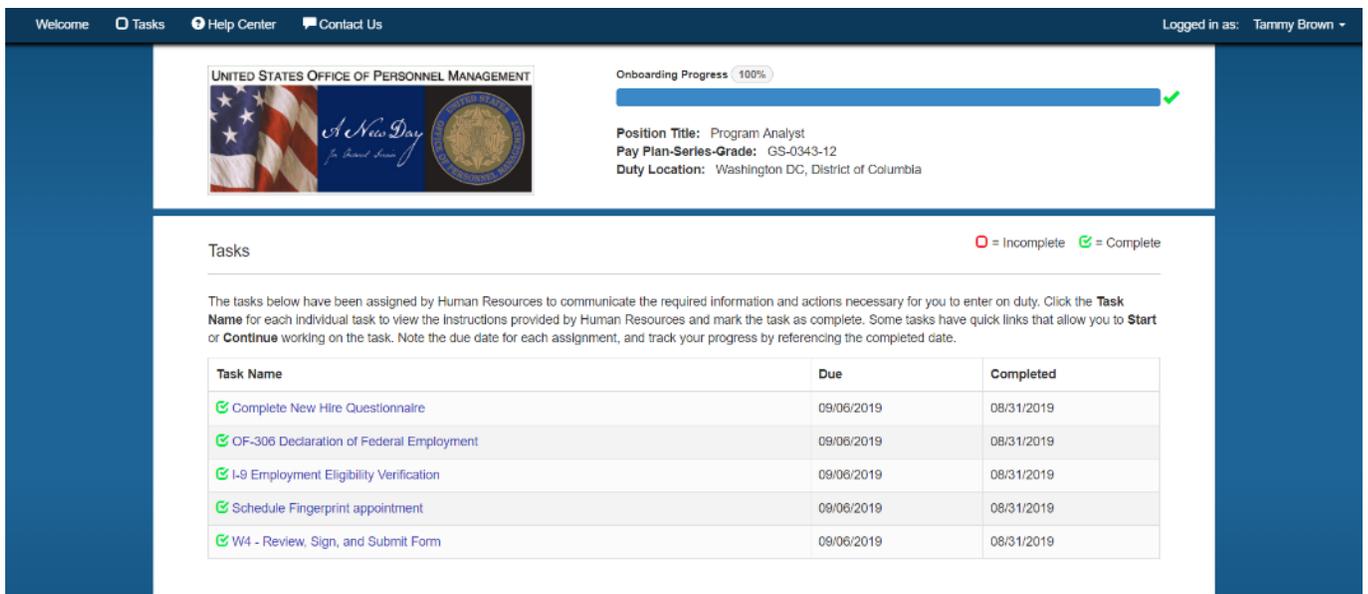

Image 13: USA Staffing Onboard Tasks page displaying all tasks as Completed.

This concludes the lesson on Accessing USA Staffing Onboard as the New Hire.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____