Faculty & Adjunct Requisitions

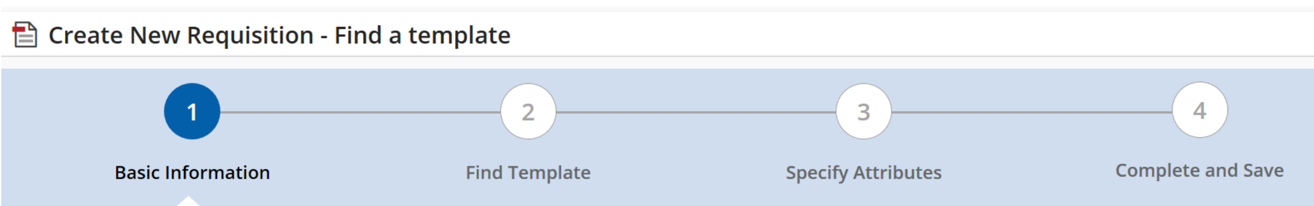
Oracle HCM
End User Guide

Contents

FACULTY – BACKFILL/REPLACEMENT

A. Administrator creates a faculty requisition

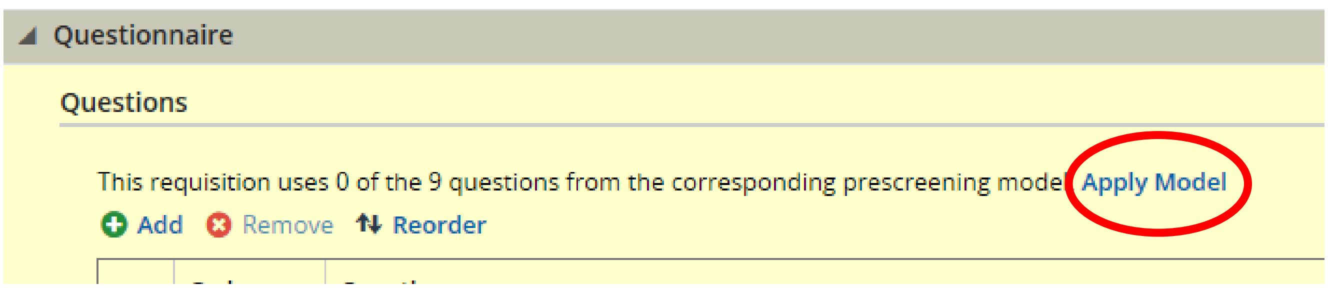
1. Sign into the system.
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.
    - Click Create Requisition in upper right corner. A window will appear to select a Requisition template.
    - Click Next in lower right corner.
3. Progress bar for templates appears.



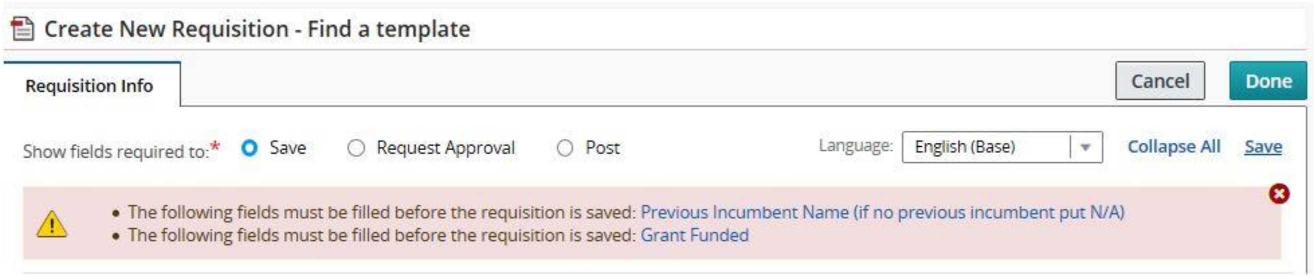
    - Under Basic Information, on Hire Type, click Faculty and Adjuncts. If items expand select Faculty Req File. Click Next at the bottom right. The Find Template section appears.
    - Under Find Template, click on search icon . Template selections will pop up.
    - Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and title appears.
    - On the right side of the screen, click Select. The template appears. Click Next. The Specify Attributes section appears.
4. Specify Attributes
    - For job field, click Faculty.
    - For Department, type in your department.
    - For Organization, click TCNJ.
        - NOTE: The location auto-populates based off department.
    - Scroll down to the right and click Next. The requisition template opens.
5. Create the requisition
    - On the left side, under Requisition Settings, Requisition Structure, click Identification.
        - NOTE: Red asterisks are required fields.
    - Select Type of Request-Replacement/Backfill. Provide reason for vacancy as needed.
    - Under Structure section, confirm all fields are correct. Modify as needed.

- Under Owners section, for Hiring Manager, click the search icon. Select the appropriate name.
- Under Process section, confirm Faculty is selected.
- For Job Information section, under Direct Hire, select Yes.
- For the Profile section, click the search icon. Under Filters, type a keyword in the description box. Select appropriate title from panel list. The template is auto populated.
- Enter the previous incumbent's name
- Enter proposed salary
- Answer the following questions:
    - Directly supervise employees?
    - Job require driving vehicle?
    - Job work with minors etc – click Yes

6. Job Description
    - Follow the embedded template for external job description
    - List the qualifications for external posting
    - Follow the embedded template for internal job description
    - List the qualifications for internal posting
7. Questionnaire
    - Click Apply Model

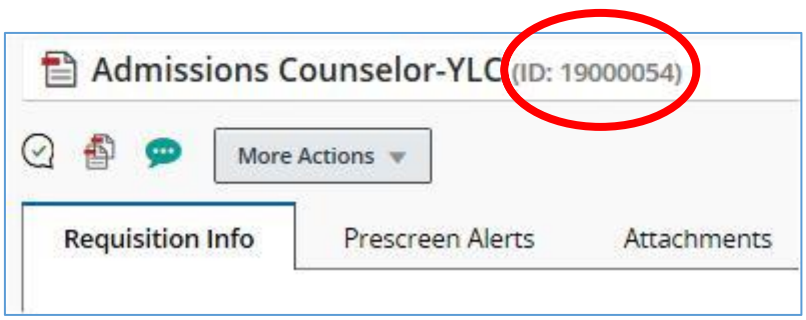


8. Budget
    - Under grant funded, click No
    - For costing question, click No
        - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.
9. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:

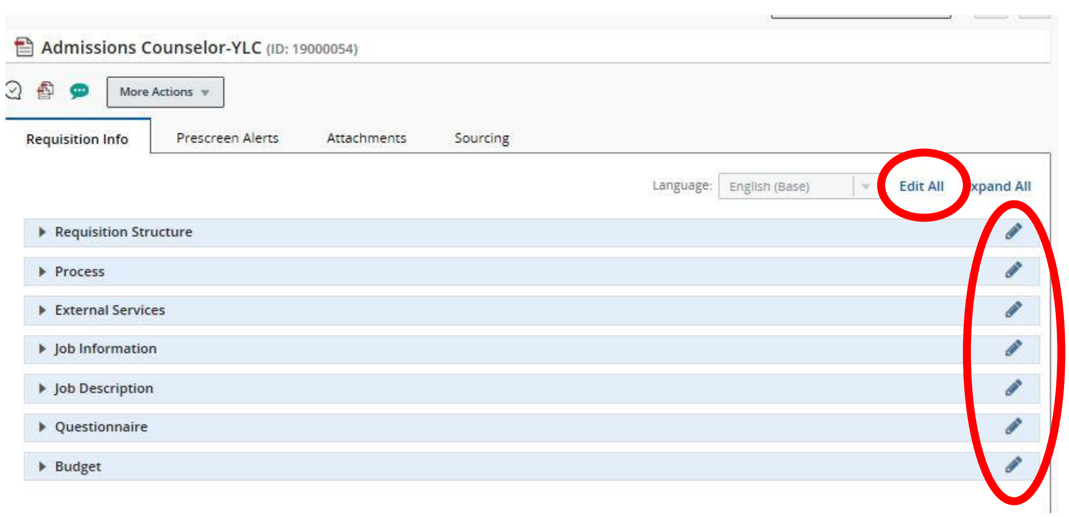


- Correct any errors, then click Save. You will get a message like this:

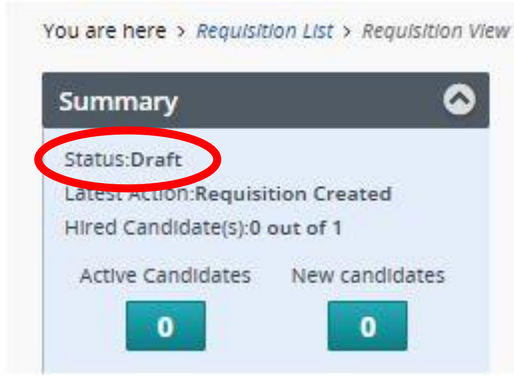
- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.



  - NOTE: to edit the requisition, click the pencil icons or Edit All.

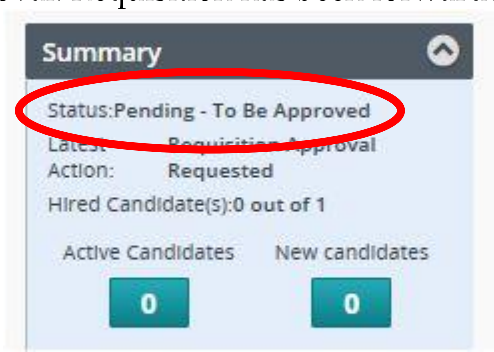


- On the left pane, the Requisition shows Draft status.



10. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in PLEASE APPROVE in the required comments section.
- Click Submit Approval. Requisition has been forwarded to the approval process.



  - NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Apply Filters.

11. Sign out

B. Recruiter posts job (Sourcing)

C. Candidate creates a profile and submits application (New User)

1. A list of Job Openings are displayed to the Candidate. Find Admissions Counselor-YLC, click Apply. A login window appears.
2. Create a new user.
   - Enter in a user name, password, and email address. Click Register. The main account page appears.
   - You have the option of uploading a resume or creating a profile from scratch.
   - Follow the automated steps until you are asked to review and submit. Click submit.

- Click View All Jobs. The main job list appears.

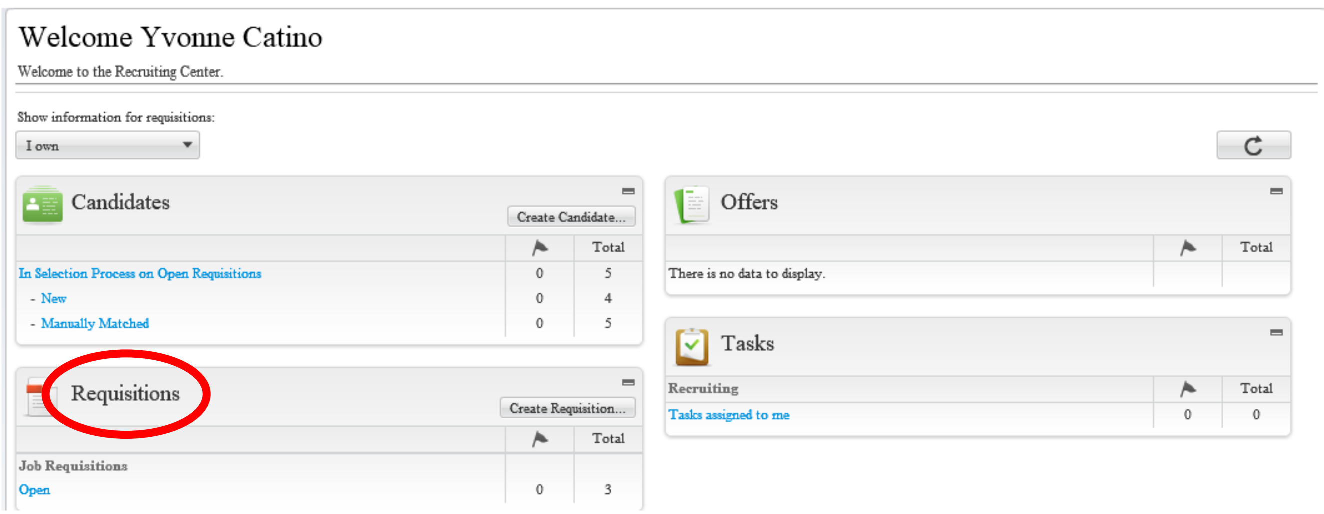
3. On the main job list page
    - A list of Job Openings are displayed to the Candidate. Find the positions, click Apply. A login window appears.
    - To review the Job Posting click on the Job Posting title.
    - Click Apply Online after reading the Job Description. The Sign In Page appears.
        - NOTE: The Candidate can directly click on Apply seen in the Job Search window if he/she does not wish to read the Job Description. Both of these methods can be used to apply to a Job Opening.
    - The job application opens.
4. The process steps of applying to the job is listed across the top. You can navigate through the process by selecting the tiles.
    - You can choose to upload a resume or you can skip this step.
        - NOTE: If you have submitted your resume before, you may not see a place to upload a resume. You can skip this step if that is the case.
    - Click Save and Continue. The Personal Information page will appear.
5. Enter the required Personal Information. Click Save and Continue. The General Questions page will appear.
6. Answer the Job Specific Questions. Click Save and Continue. The Education information page will appear.
7. Progress through the application form by entering in the required information. The information is accepted.
8. You can add attachments including cover letters, references, or transcripts. (For testing purposes, you do not need to add any additional attachments). Click Save and Continue. The eSignature page will appear.
9. After reading the eSignature statement, acknowledge your agreement by entering your eSignature at the bottom of the page (type your name). Click Save and Continue. The Review and Submit page will appear.
10. Provide answers for the Diversity questions. All questions require an answer.
        - NOTE: if you have completed a different application in the past, your answers to these questions will be saved.
    - Click Save and Continue.
11. Review your information for completeness and accuracy. Click Submit.
    - After reading the note and the email message, explore the Career Section, your Jobpage, and view your profile as the Candidate.

- This page provides the summary of all the details entered by the Candidate. The Candidate is then provided with an Online acknowledgement once they submit. The candidate will also receive a confirmation email.

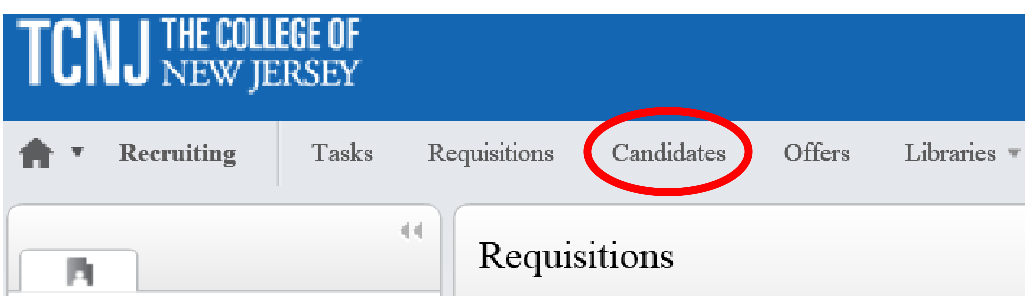
12. Sign out

D. Administrator adds an existing candidate to a requisition

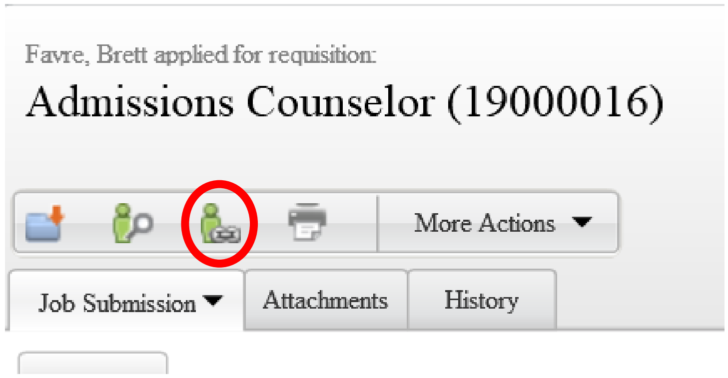
1. Sign on
    - Enter your User Name, enter Password
    - Click Sign In. The Welcome/Dashboard page will appear.
2. Click the home icon, the click Recruiting next to it.
3. When the Taleo dashboard opens, click Requisitions to open Requisitions. If you are a hiring manager, you will only be able to see the requisitions you own.



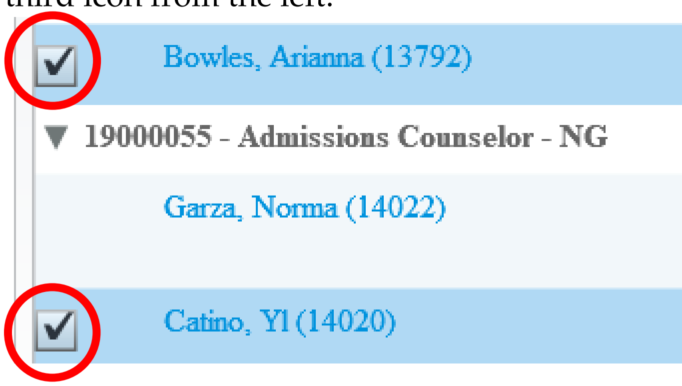
    - Your list of reqs will appear.
4. On the top running tab, select Candidates.



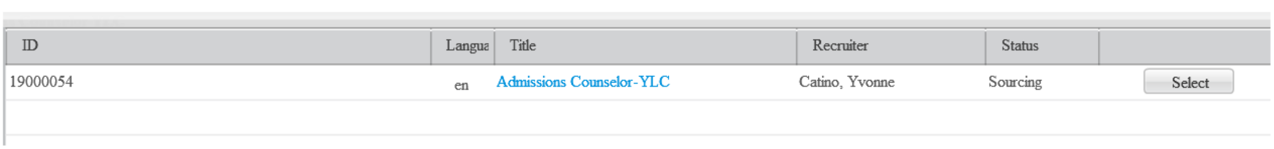
5. On the left pane under Quick Filters, change I Own to All Candidates from the drop down. Candidates across all requisitions are now listed by requisition.
    - Select a name by clicking on it. The candidate's profile appears.
    - Click on the third icon from the left.



- NOTE: to select multiple names to add, click the box next to their name, then click the third icon from the left.



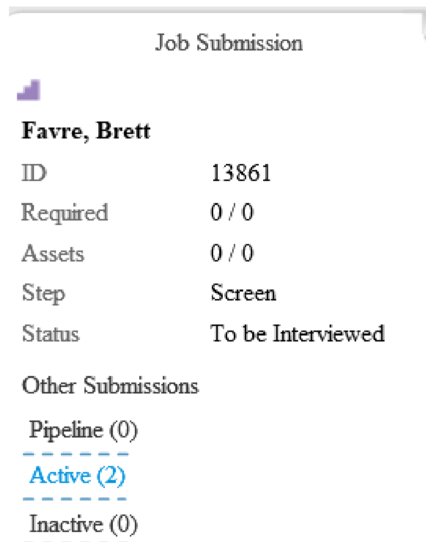
- A pop up window appears that shows all your active positions on the lower panel.
  - NOTE: the requisition panel will list only your available reqs unless you change it.



ID	Langua	Title	Recruiter	Status	
19000054	en	Admissions Counselor-YLC	Catino, Yvonne	Sourcing	Select

- On the left pane under Quick Filters, in the Ownership field, change I Own to All Requisitions from the drop down. All requisitions are now listed.
- Find your position then click Select. The position appears in the top panel. Click Done.
  - NOTE: To search by title, click the Title tab. Under Quick Filters you can do other types of searches to find your titles.
- A pop up window will ask if you want to send an email to the candidate letting them know that they have been matched to a requisition.

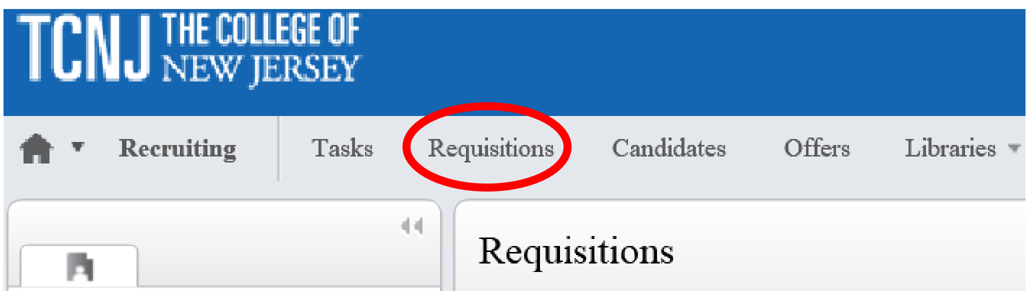
6. On the left pane under Job Submission, you will see the candidate is now active in the requisition.



7. Stay logged on for the next section.

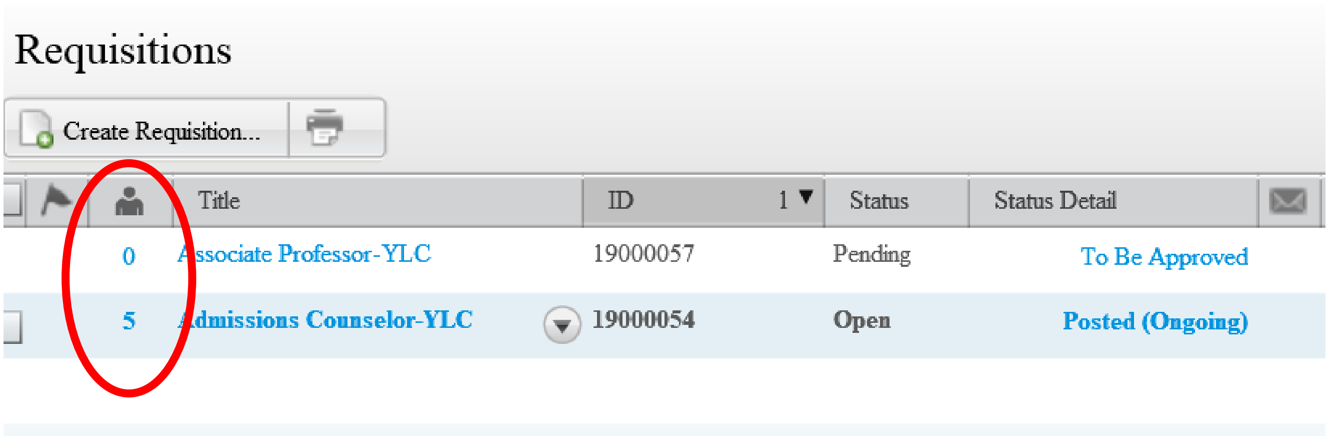
E. Administrator reviews candidates

1. On the top running tab, select Requisitions.



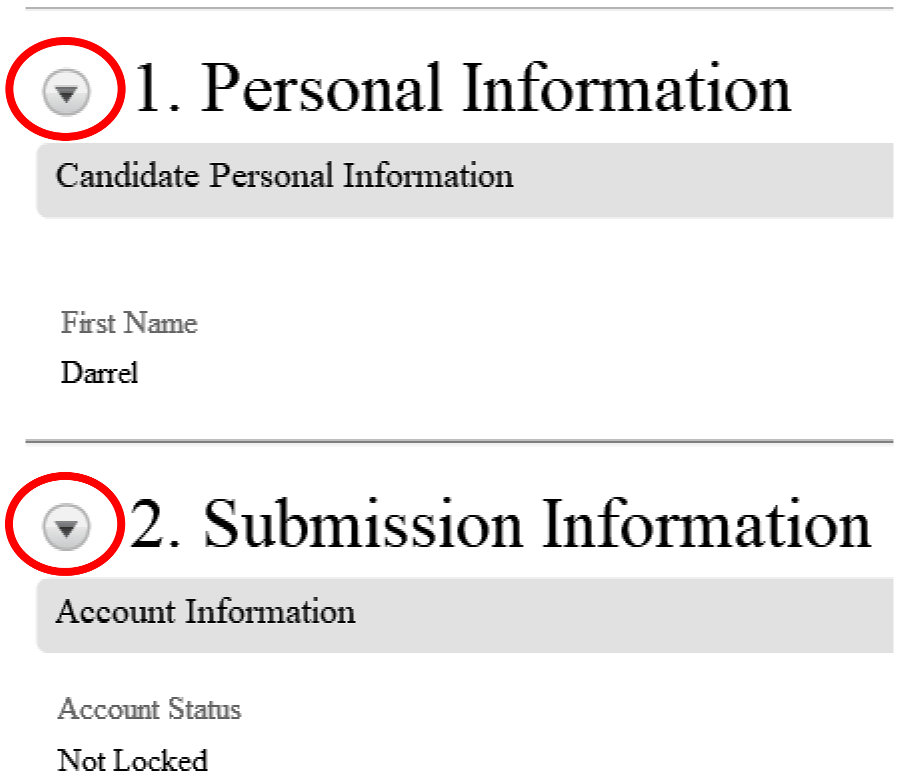
   - Your list of requisitions will appear.

2. Find your position.
   - You will see a number to the left of the title under a person icon. Click the number.
     - NOTE: If you hover over the number it will tell you it is the number of candidates for the requisition.

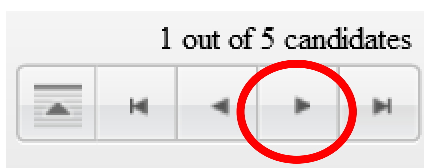


3. The candidate list appears.

4. Start with the first name. Click name to open the candidate profile.
    - Click the drop down arrow to open each section as needed.



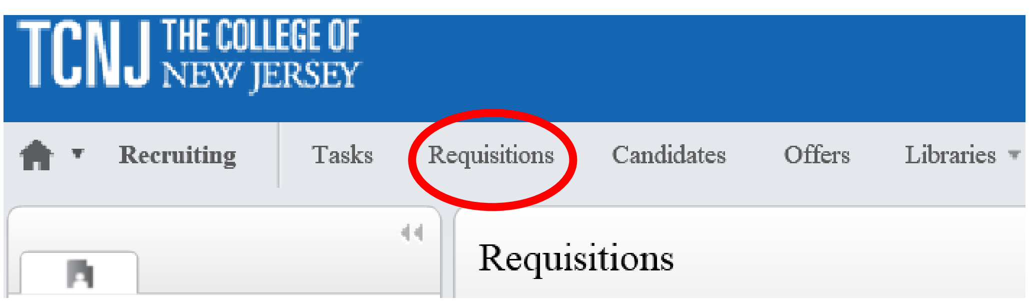
5. After reviewing you can move the candidate to the next step (Section F) or move to the next candidate if you want to review all candidates before indicating interest/action.
    - To do this, in the upper right hand corner you will find directional arrows. Click the second from right to go to next candidate. The last arrow on the right will take you to the last candidate.



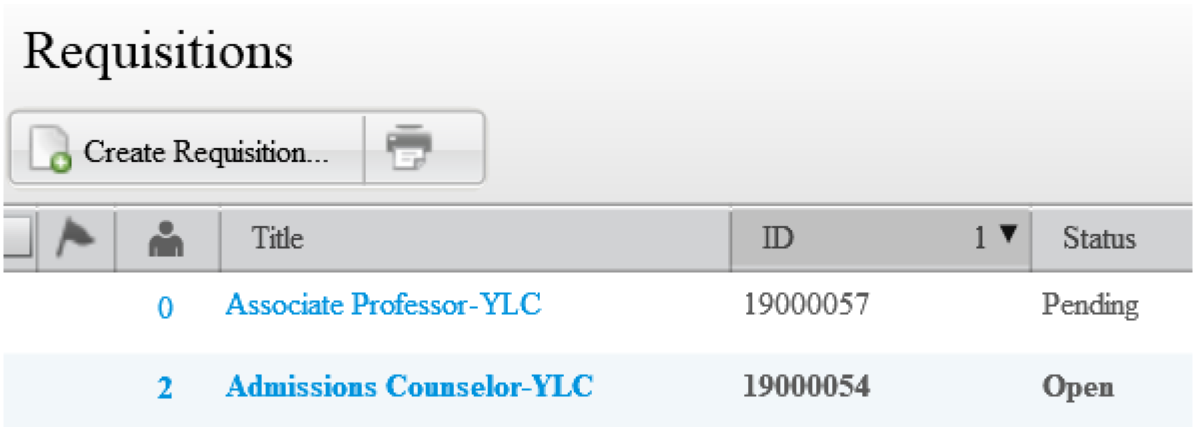
6. Stay logged on for the next section.

F. Administrator progresses a candidate

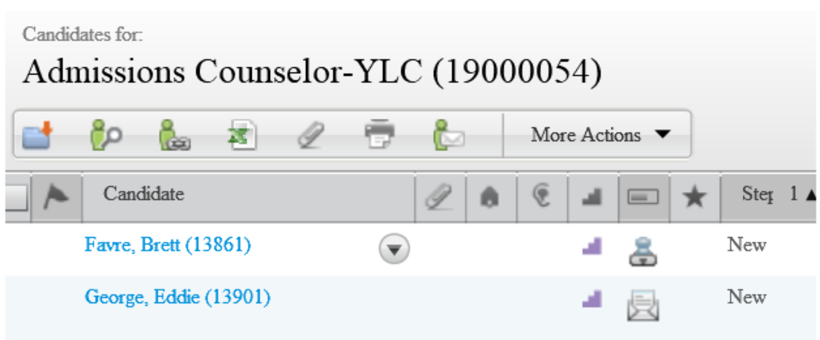
1. On the top running tab, select Requisitions.



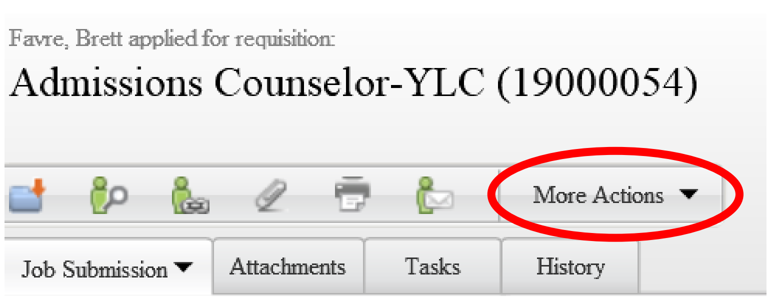
2. Find the job title you created with your initials.
   - You will see a number to the left of the title under a person icon. Click the number.
     - NOTE: If you hover over the number it will tell you it is the number of candidates for the requisition.



   - Once you click the number, your candidate list appears.

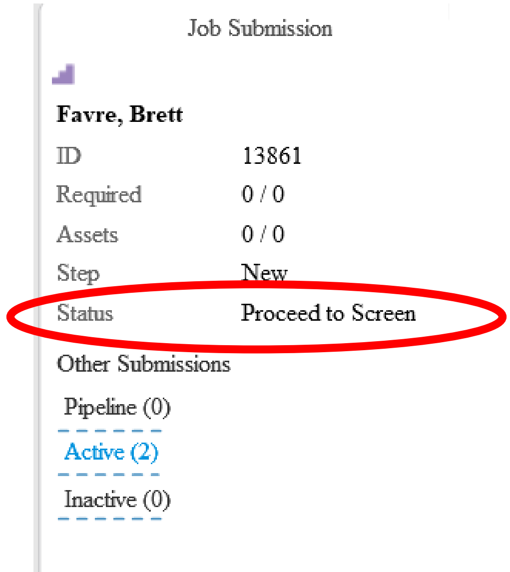


3. Click on the first name (this is a hyperlink) in the candidate list to open their application. The candidate file will appear.
   - Review the candidate information.
4. Click More Actions dropdown and select Change Step/Status.

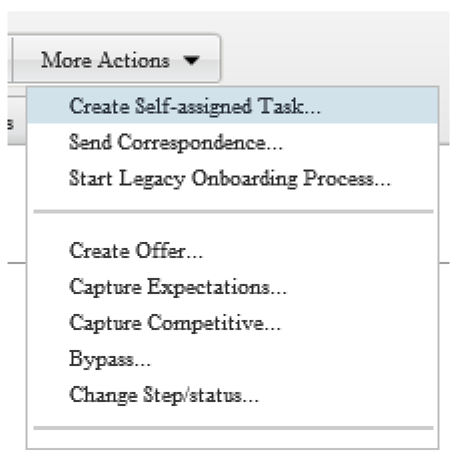


   - Find the New Status dropdown, and Proceed to Screen is auto-populated. Disregard legacy error message.

- Scroll to the bottom to click Save and Close. You will see the status has changed.
  - NOTE: if you click Save and Continue, the window remains but it will change the status to the next step in the process.

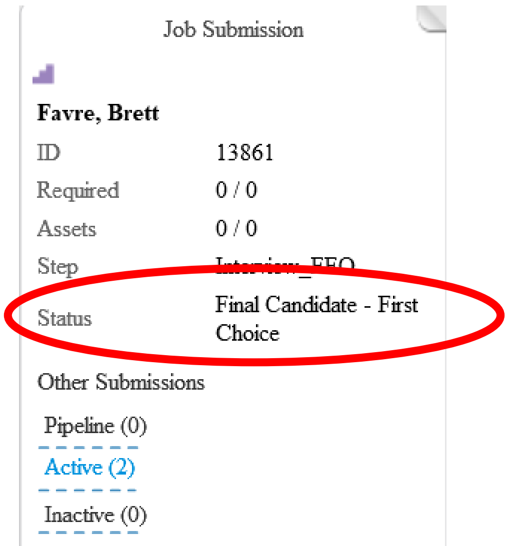


  - NOTE: More Actions drop down lists a variety of tasks that may adversely impact your candidate or the process. Please consult with your Recruiter **<u>before</u>** initiating any task other than what is required in the procedure.



- Click More Actions dropdown and select Change Step/Status.
- Find the New Status dropdown, and select the appropriate next step:
  - Phone Screen
  - To Be Interviewed
  - 1st Interview
  - 2nd Interview

    - Final Candidate – First Choice
- Scroll to the bottom to click **Save and Close**. You will see the status has changed.



5. The Recruiter will then process the verbal and written offer.

G. Candidate accepts offer

1. The candidate will receive an email to view the offer. Follow the instructions in the email to open the offer letter. The candidate will electronically sign and date the offer letter.

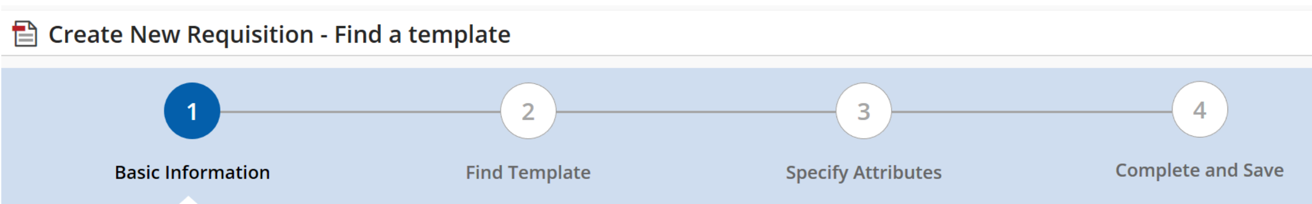
H. Candidate acceptance triggers onboarding task list

1. Use the Offer of Employment email to navigate to the candidate site and sign in.
    - After accepting the offer, your next task will appear.
    - Review the task and click Complete.
    - You should receive an email for some of the tasks.
    - Review each message for content, clarity, and functionality.
    - Make sure the links work properly and make sure there is no language that would be confusing.
    - The Task List appears and functions correctly.
2. Continue through each task by repeating the step above.
3. When all onboarding tasks are completed you will see a confirmation message through the portal stating you have completed the full process. You're now ready to start your new job!

FACULTY – ADD NEW HEADCOUNT

A. Administrator creates a staff requisition

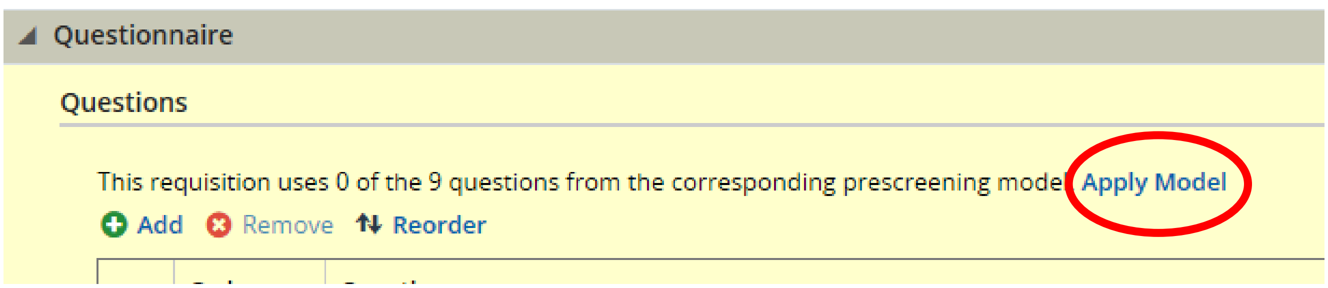
1. Sign into the system.
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.
    - Click Create Requisition in upper right corner. A window will appear with an auto-populated checked Use a template.
    - Click Next in lower right corner.
3. Progress bar for templates appears.



    - Under Basic Information, on Hire Type, click Faculty. If items expand select Faculty Req File. Click Next at the bottom right. The Find Template section appears.
    - Click on search icon . Template selections will pop up.
    - Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and title appears.
    - On the right side of the screen, click Select. The template auto-populates. Click Next. The Specify Attributes section appears.
4. Specify Attributes
    - For job field, click Faculty.
    - For Department, type in a name or select from the drop down.
    - For Organization, click TCNJ.
        - NOTE: The location should auto-populate based off department.
    - Scroll down to the right and click Next. The requisition template opens.
5. Create the requisition
    - On the left side, under Requisition Settings, Requisition Structure, click Identification.
        - NOTE: Red asterisks are required fields.
    - For training, add your initials at the end of the Requisition Title to distinguish your req from others.
    - Select Type of Request-Addition. Provide reason for vacancy as needed.
    - Under Structure section, confirm all fields are correct. Modify as needed.

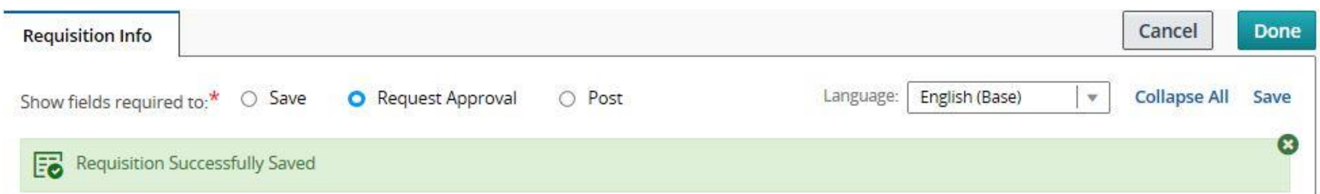
- Under Owners section, for Hiring Manager, click the search icon. Select Amanda Puchon.
- Under Process section, confirm Staff is selected.
- For Job Information section, under Direct Hire, select Yes.
- For the Profile section, click the search icon for Position. Find Office Support. Click Select. The profile is now populated.
- Enter proposed salary
- Answer the following questions:
    - Directly supervise employees?
    - Job require driving vehicle?
    - Job work with minors etc – click Yes

6. Job Description
    - Follow the embedded template for external job description
    - List the qualifications for external posting
    - Follow the embedded template for internal job description
    - List the qualifications for internal posting
7. Questionnaire
    - Click Apply Model

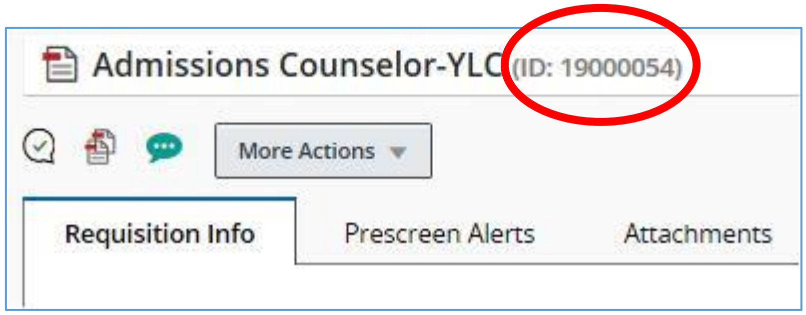


8. Budget
    - Under grant funded, click No
    - For costing question, click No
        - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.
9. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:

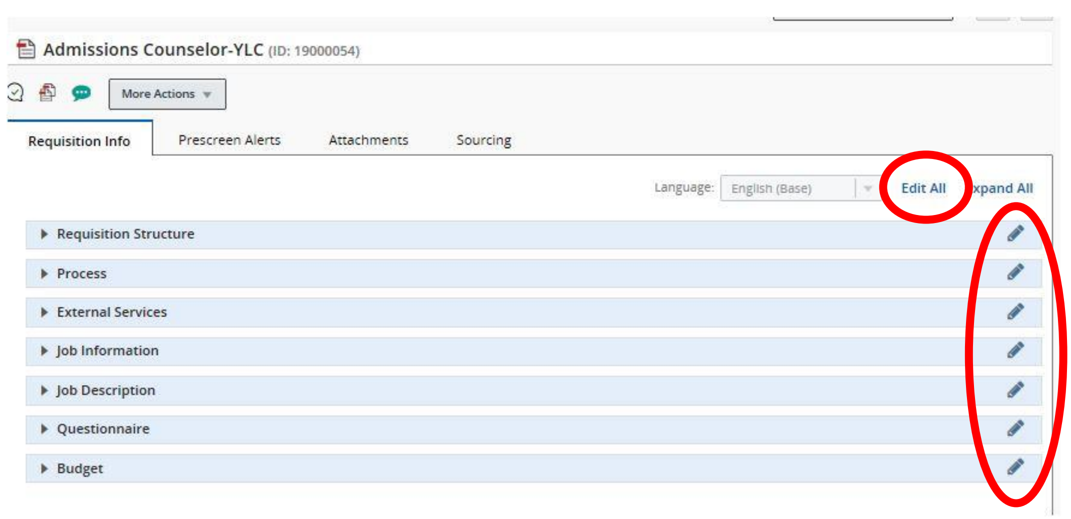
- Correct any errors, then click Save. You will get a message like this:



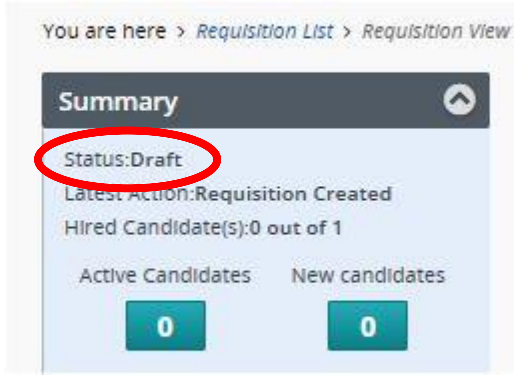
- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.



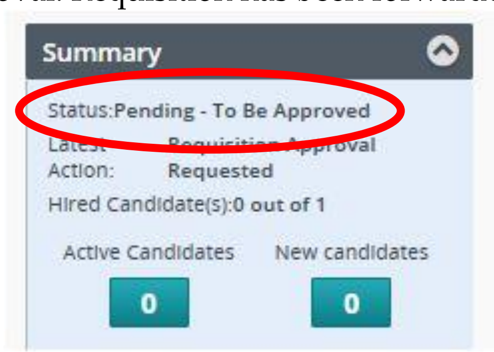
  - NOTE: to edit the requisition, click the pencil icons or Edit All.



- On the left pane, the Requisition shows Draft status.



10. Submit for Approval.
    - Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
    - Scroll to the bottom, type in text in the required comments section.
    - Click Submit Approval. Requisition has been forwarded to the approval process.



    - NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Back to Requisition List.

11. Sign out

CREATING AN ADJUNCT FACULTY REQUISITION

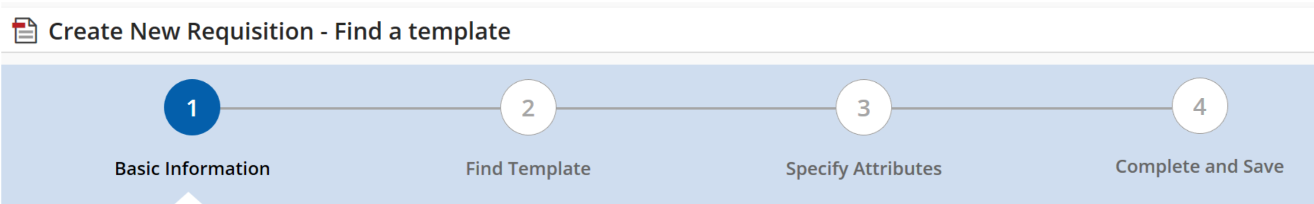
Below are the procedures to complete an adjunct faculty requisition. They are listed in the order required to successfully open a requisition.

A. Administrator creates an adjunct requisition

1. Sign into the system.
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.

- Click Create Requisition in upper right corner. A window will appear to select a Requisition template.
- Click Next in lower right corner.

3. Progress bar for templates appears.



- Under Basic Information, on Hire Type, click Faculty and Adjuncts. If items expand select Adjunct Req File. Click Next at the bottom right. The Find Template section appears.
- Under Find Template, click on search icon . Template selections will pop up.
- Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and title appears.
- On the right side of the screen, click Select. The template appears. Click Next. The Specify Attributes section appears.

4. Specify Attributes

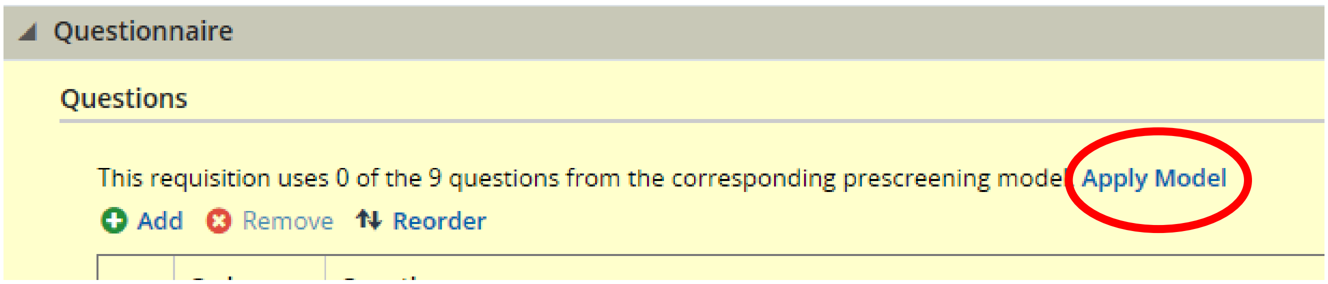
- For job field, click Adjunct.
- For Department, type in your department name.
- For Organization, click TCNJ.
  - NOTE: The location should auto-populate based off department.
- Scroll down to the right and click Next. The requisition template opens.

5. Create the requisition

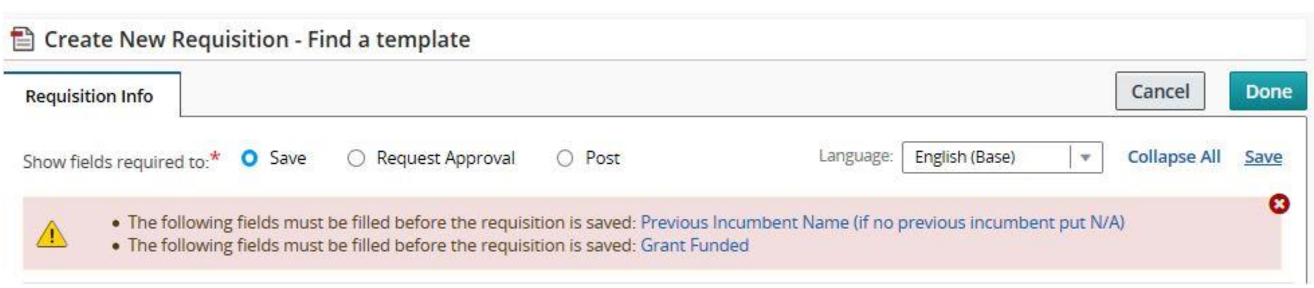
- On the left side, under Requisition Settings, Requisition Structure, click Identification.
  - NOTE: Red asterisks are required fields.
- Indicate number of openings: 1
- Under Structure section, confirm all fields are correct. Modify as needed.
- Under Owners section, for Hiring Manager, click the search icon. Select the appropriate name.
- For Abstract section, click No; Rehire: Yes (if a returning adjunct)
- For Job Information section, under Direct Hire, select Yes.
- For the Profile section, click the search icon. The Item Selector pops up. Type Adjunct in the description field, then click Apply Filters.
- Find your position. Click Select. The profile is now partially populated.
- Enter appropriate start and end dates.

- Enter Supervisor name of the Dean (or Chair)
- For school, select appropriate school.
- For term and year, select appropriate term.

6. Job Description
    - Follow the embedded template for external job description
    - List the qualifications for external posting
    - Follow the embedded template for internal job description
    - List the qualifications for internal posting
7. Questionnaire
    - Click Apply Model

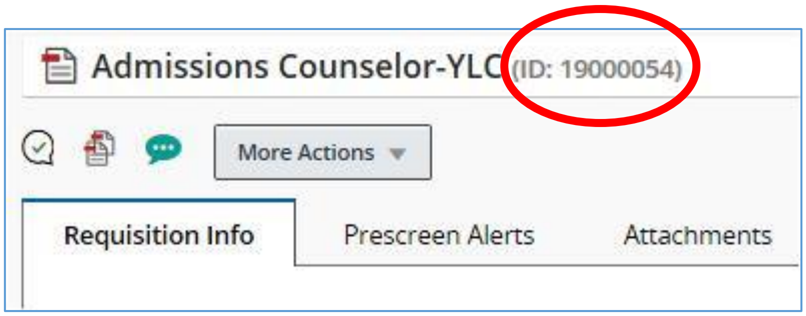


8. Budget
    - Under grant funded, click No
    - For costing question, click No
        - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.
9. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:

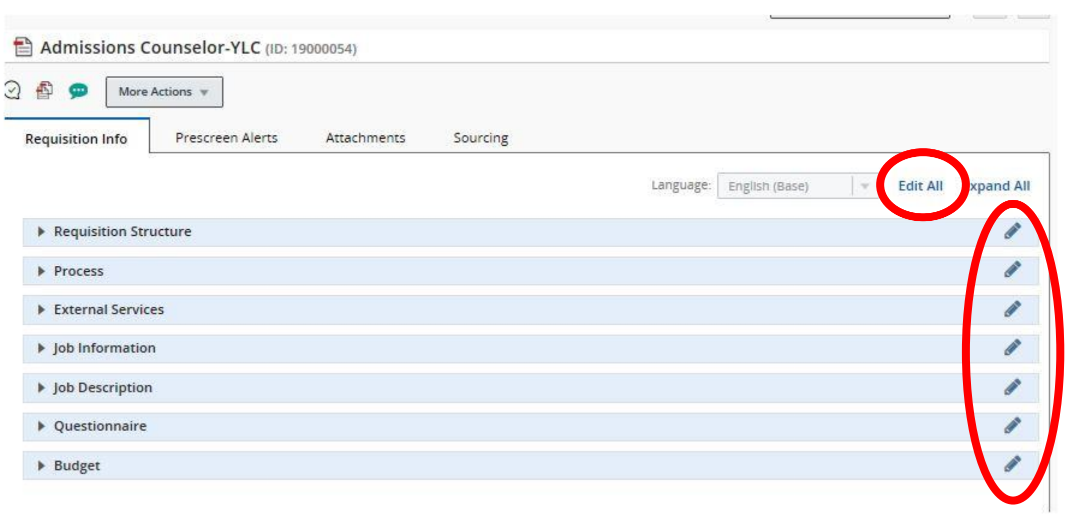


    - Correct any errors, then click Save. You will get a message like this:

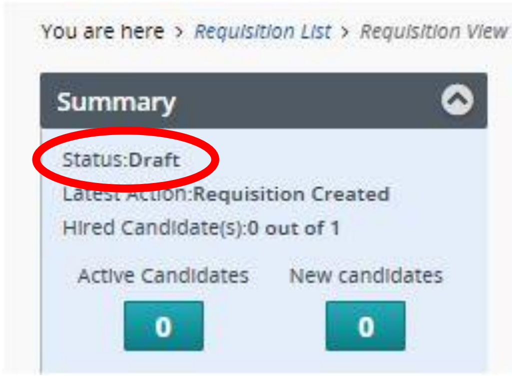
- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.



10. Click back to requisition list. Click on the new requisition you just created.
    - NOTE: to edit the requisition, click the pencil icons or Edit All.

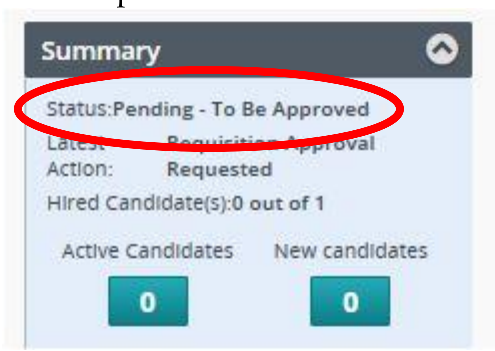


- On the left pane, the Requisition shows Draft status.



11. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in PLEASE APPROVE in the required comments section.
- Click Submit Approval. Requisition has been forwarded to the approval process.



  - NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Apply Filters.

12. Sign out

B. Creating an adjunct candidate

1. Navigate to the Recruiting page by selecting Recruiting on the top tool bar
   - In the Candidates section, Click Create Candidate. The Create Candidate pop up appears.
2. On the Create Candidate pop up:
   - Select Create a job-specific submission which will ask you to select an outstanding requisition.
     - NOTE: selecting Create a general profile will follow similar steps.
   - Click Next. Select a Requisition by clicking Select next to the appropriate Requisition.

- Click Next. Select No, I do not want to use the resume parsing option
- Fill in candidate details (you may make up a name, or choose an existing person to test the Check Duplicates feature). The Duplicate Check will recognize if someone has an existing profile.
- Click NextThe Person Information page appears.

3. On the Person Information page:

- Fill out all required fields
- Click Save and Close
- In the pop up, Click No. A new candidate profile is created

C. Candidate submits adjunct application

1. Navigate to the appropriate Career Section. A list of Job Openings are displayed to the Candidate.
2. Click Sign In on the top right. The Sign in Page appears.
3. For a new candidate the candidate needs to click on New User. The Candidate will be prompted with the New User Registration Page.
4. Enter the following:

- User name (choose something intuitive to you)
- Password (twice)
- Email address (twice) (use a familiar email address so you can review candidate emails)
- The information is accepted and the candidate is taken to the home page. The Candidate is presented with the list of Job openings again.

5. Use the search functionality to find the job posting.

    - NOTE: the Job Number is the Requisition number that you previously created.

- Click Search for Jobs.

6. Candidate sees a Job Posting and clicks on the Job Title in order to view the Job Description. The Candidate is now displayed with the Job Description.

- Click Add to My Job Cart.
- Click My Job page tab.
- Click My Job Cart and verify the Job Posting is listed in your Job Cart.

    - NOTE: you can also navigate to this page by clicking on My Job Cart in the top right-hand corner of the page.

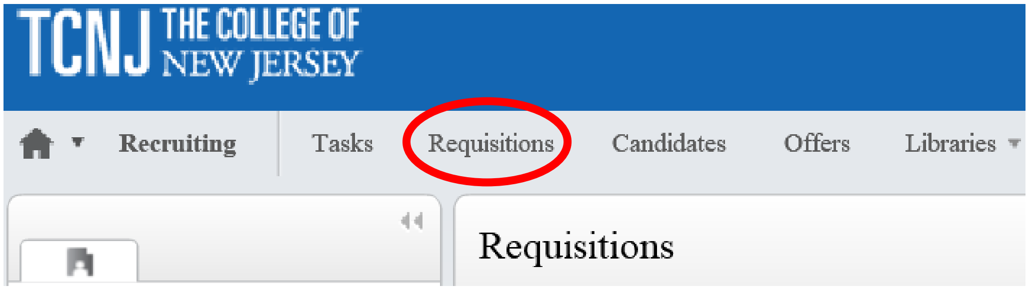
- The Job Posting is displayed in your Job Cart.
- Navigate back to the Job Posting by clicking on the Job Posting title in your Job Cart.

- Click Apply Online after reading the Job Description.
    - NOTE: The Candidate can directly click on Apply seen in the Job Search window if he/she does not wish to read the Job Description. Both of these methods can be used to apply to a Job Opening.
- The job application opens.

7. The steps in the process of applying to the job is listed across the top. You can navigate through the process by selecting the tiles.
    - You can choose to upload a resume or you can skip this step.
        - NOTE: If you have submitted your resume before, you may not see a place to upload a resume. You can skip this step if that is the case.
    - Click Save and Continue. The Personal Information page will appear.
8. Enter the required Personal Information. Click Save and Continue. The General Questions page will appear.
9. Answer the Job Specific Questions. Click Save and Continue. The Education information page will appear.
10. Progress through the application form by entering in the required information. The information is accepted.
11. You can add attachments including cover letters, references, or transcripts. (For testing purposes, you do not need to add any additional attachments). Click Save and Continue. The eSignature page will appear.
12. Select answers for all of the Diversity questions (Note: all questions are required).
        - NOTE: if you have completed a different application in the past, your answers to these questions will be saved.
    - Click Save and Continue. The answers are accepted.
    - After reading the eSignature statement, acknowledge your agreement by entering your eSignature at the bottom of the page (type your name). Click Save and Continue. The Review and Submit page will appear.
13. Review your information for completeness and accuracy. Click Submit.
        - NOTE: After submitting, you should receive a message as well as an email confirmation.
    - After reading the note and the email message, explore the Career Section, your Jobpage, and view your profile as the Candidate.
    - This page provides the summary of all the details entered by the Candidate. The Candidate is then provided with an Online acknowledgement once they submit. The candidate will also receive a confirmation email.

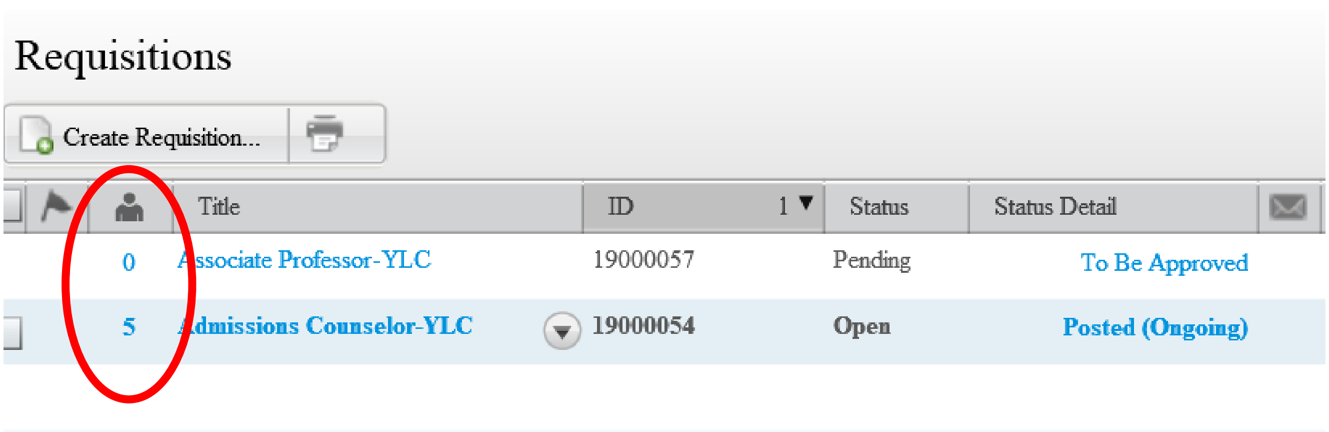
D. Administrator reviews candidates

1. On the top running tab, select Requisitions.

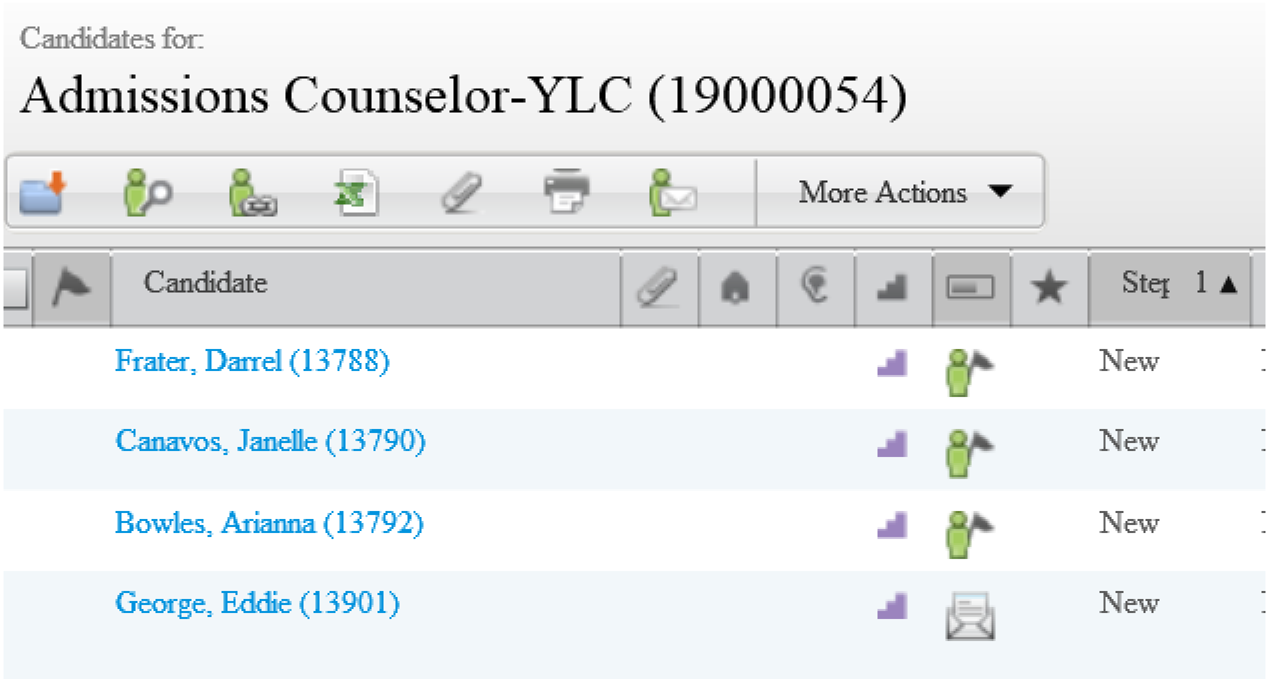


- Your list of requisitions will appear.

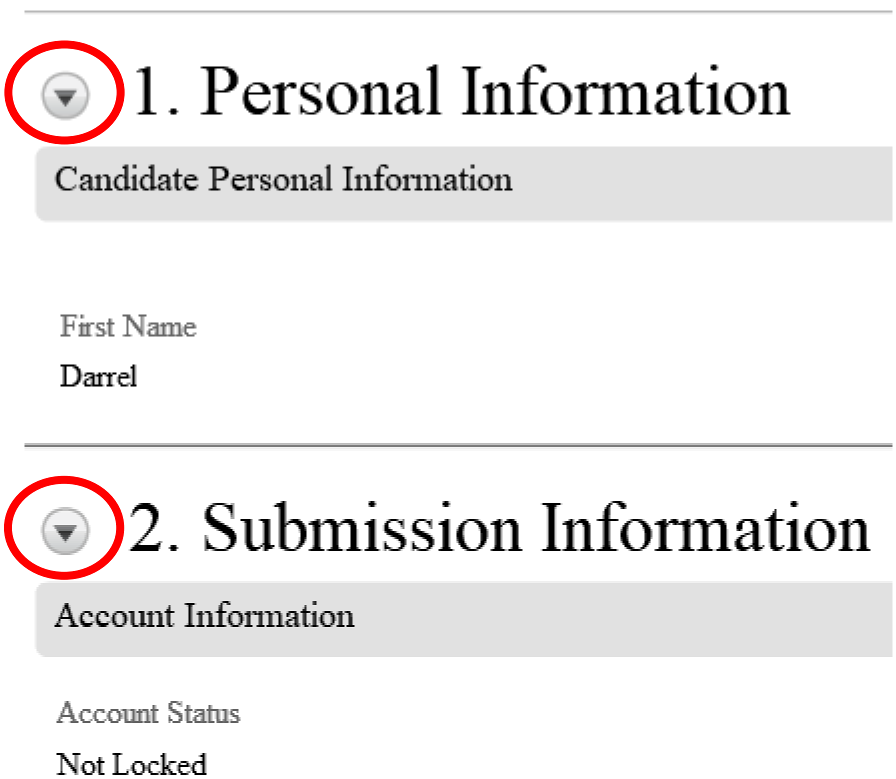
2. Find the job title you created with your initials.
   - You will see a number to the left of the title under a person icon. Click the number.
     - NOTE: If you hover over the number it will tell you it is the number of candidates for the requisition.



3. The candidate list appears.



4. Start with the first name. Click name to open the candidate profile.
    - Click the drop down arrow to open each section as needed.



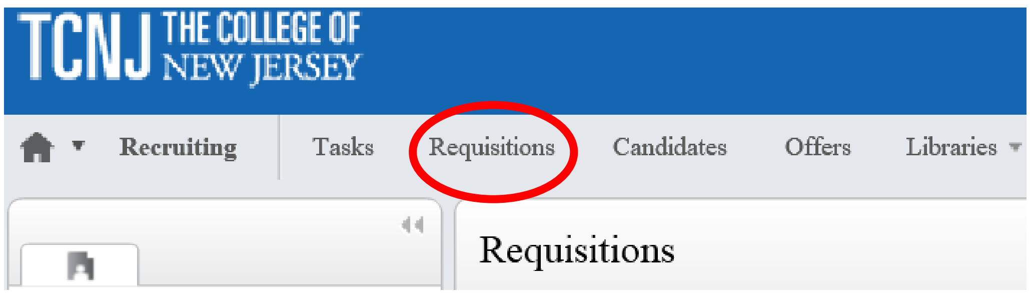
5. After reviewing you can move the candidate to the next step (Section F) or move to the next candidate if you want to review all candidates before indicating interest/action.

- To do this, in the upper right hand corner you will find directional arrows. Click the second from right to go to next candidate. The last arrow on the right will take you to the last candidate.

6. Stay logged on for the next section.

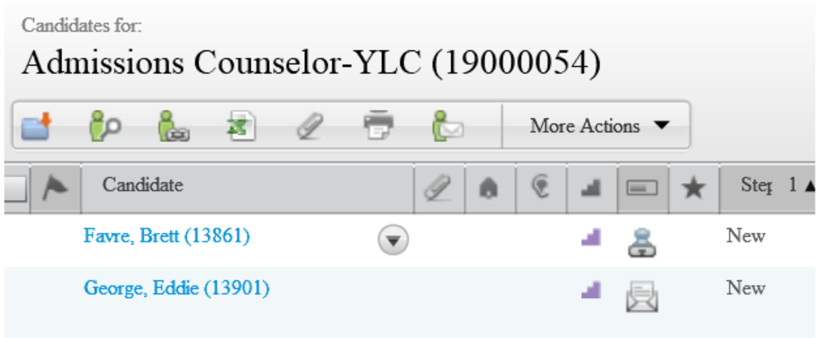
E. Administrator progresses candidates

7. On the top running tab, select Requisitions.

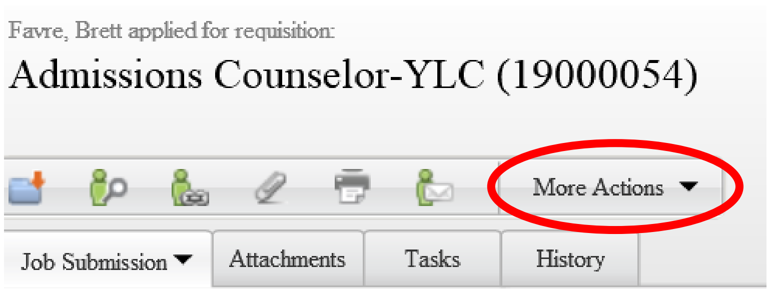


8. Find the job title you created with your initials.
   - You will see a number to the left of the title under a person icon. Click the number.
     - NOTE: If you hover over the number it will tell you it is the number of candidates for the requisition.

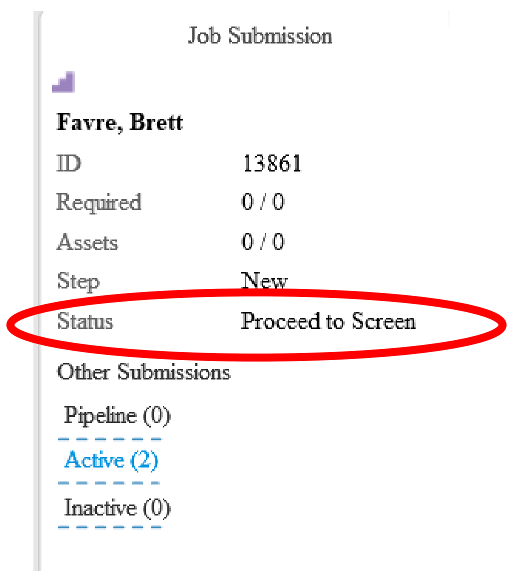
- Once you click the number, your candidate list appears.



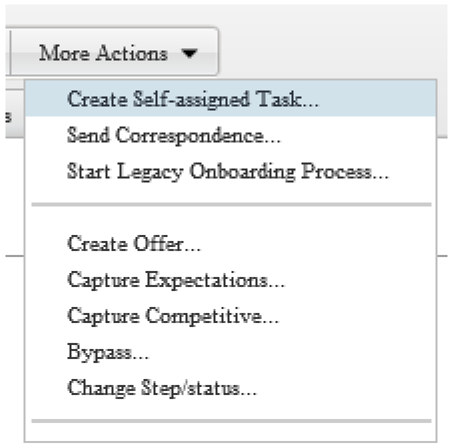
9. Click on the first name (this is a hyperlink) in the candidate list to open their application. The candidate file will appear.
   - Review the candidate information.
10. Click More Actions dropdown and select Change Step/Status.



   - Find the New Status dropdown, and Proceed to Screen is auto-populated. Disregard the Legacy error message.
   - Scroll to the bottom to click Save and Close. You will see the status has changed.
     - NOTE: if you click Save and Continue, the window remains but it will change the status to the next step in the process.

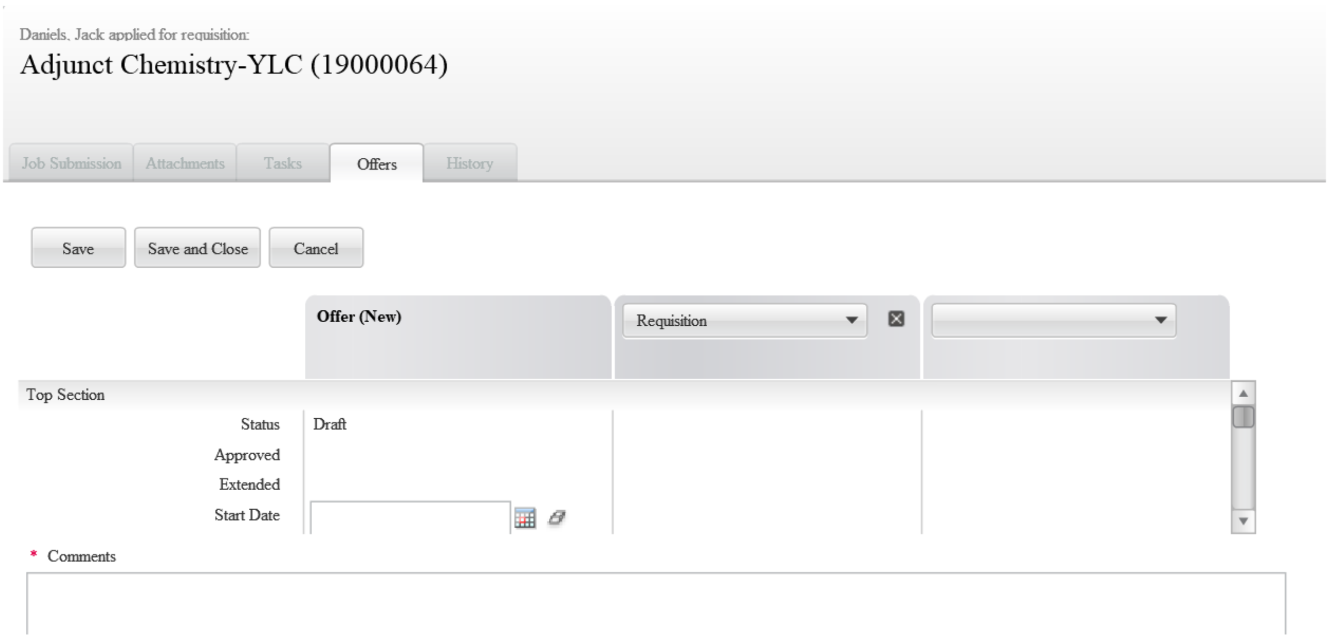


- NOTE: More Actions drop down lists a variety of tasks that may adversely impact your candidate or the process. Please consult with your Recruiter **before** initiating any task other than what is required in the procedure.



F. Extending an offer to Adjuncts

1. You are ready to extend an offer to the adjunct candidate.
    - Find your requisition and click on the candidate number. This will show the list of candidates within this Job Posting irrespective of their Step/Status in completing the application.
2. Select the candidate from the list that is to have an offer.
    - Click on their Name (this is a hyperlink) in the candidate list to open their application. The candidate file will appear.
3. Click on the More Actions triangle.
    - View the list of options and select Create Offer.
    - The offer window appears for Jack Daniels.



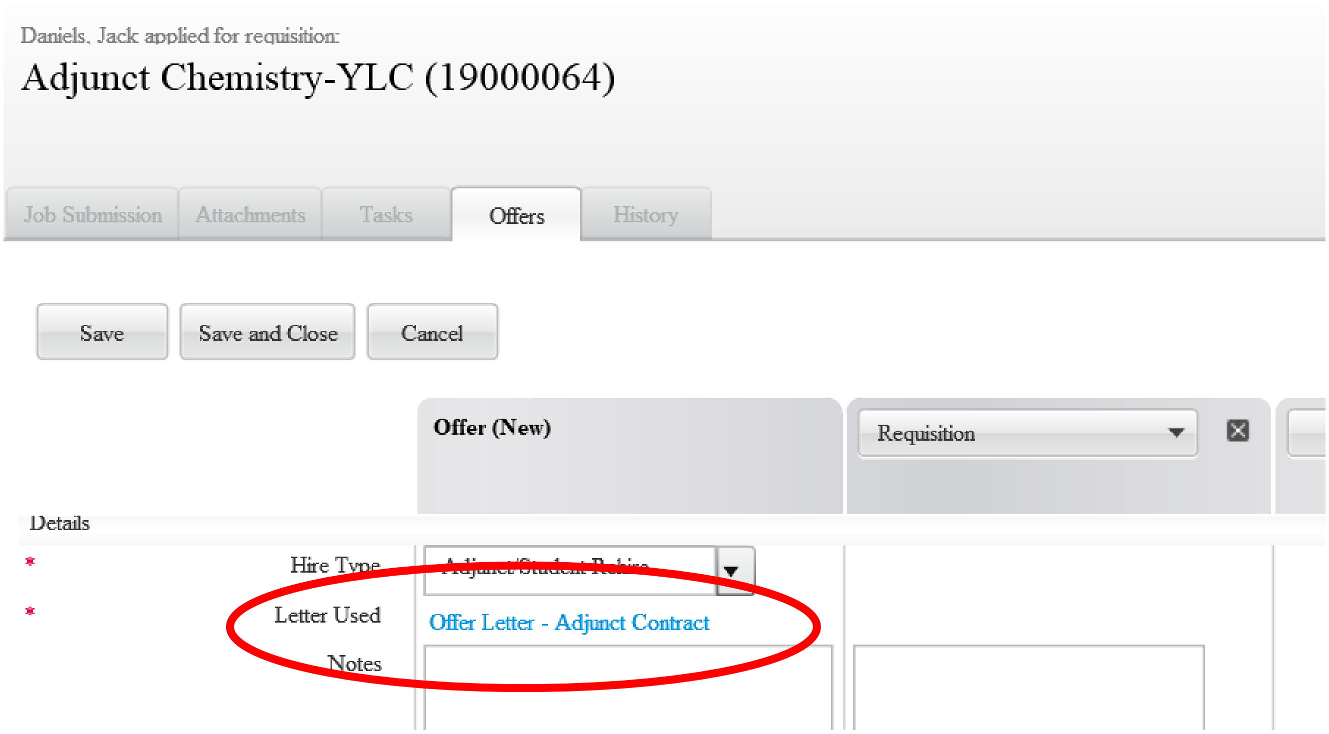
- Enter in start and end date.
- Under General Terms, use annualized salary and Biweekly for Pay basis.
- Select Adjunct for Hire type
- Enter PApprove in comments section
- For Letter Used, click Create. In the Offer Letter Assistant pop up, click the Template Selector Icon.
- In the Quick Filters section, type adjunct in the Keyword field. Click the refresh icon

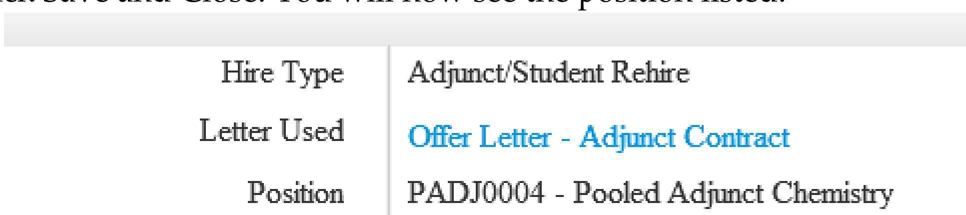
- Choose the Adjunct offer letter template, by clicking Select. The template appears.
- Click Next. The Message Preview appears

4. You will need to edit the values highlighted in yellow.

- Click Edit at the bottom left corner.
- Replace the values that appeared in yellow.
- Click Finish. The Offer Letter assistant window closes and the Offer letter tab appears.



5. In the Hire Type field, select the correct type of hire and the Position. The Hire Type will be referenced by HR when they process the new hire.
    - Click Save and Close. You may get an error message. Click the hyperlink to correct.
    - Click Save and Close. You will now see the position listed.



6. Click More Actions.
    - Click Request Approval. Review the approvers.
    - On the left side, for After Approval, select person who will be handling the adjunct paperwork.
    - Enter in required comments.
    - Click Done at the lower right corner. The correct approvers appear and the requisition is approved.

7. Click More Actions.
   - Click Extend Offer. The Extend Offer window appears.
   - Make sure Extend in Writing is checked and click Done. The Send Offer Letter window appears.
   - Make sure E-Offer is selected and click Next.
   - Review the recipient's letter by clicking the name (hyperlink). Make sure there are no errors and click Cancel. The original Send Offer letter appears again.
   - Uncheck the checked box. Click Send. The offer is extended.

G. Candidate accepts offer

1. The candidate should receive an email to view the offer. Follow the instructions in the email to open the offer letter. The offer letter appears as expected. Electronically sign and date the offer letter and click submit.

H. Employee onboarding task list

1. Use the Offer of Employment email to navigate to the candidate site and sign in.
   - After accepting the offer, your next task will appear.
   - Review the task and click Complete.
   - You should receive an email for some of the tasks.
   - Review each message for content, clarity, and functionality.
   - Make sure the links work properly and make sure there is no language that would be confusing.
   - The Task List appears and functions correctly.
2. Continue through each task by repeating the step above.
3. When all onboarding tasks are completed you will see a confirmation message through the portal stating you have completed the full process. You're now ready to start your new job!