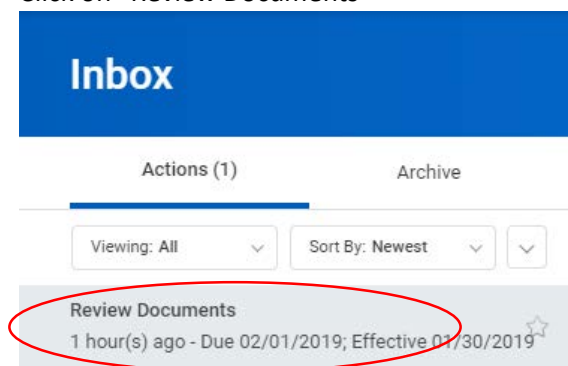




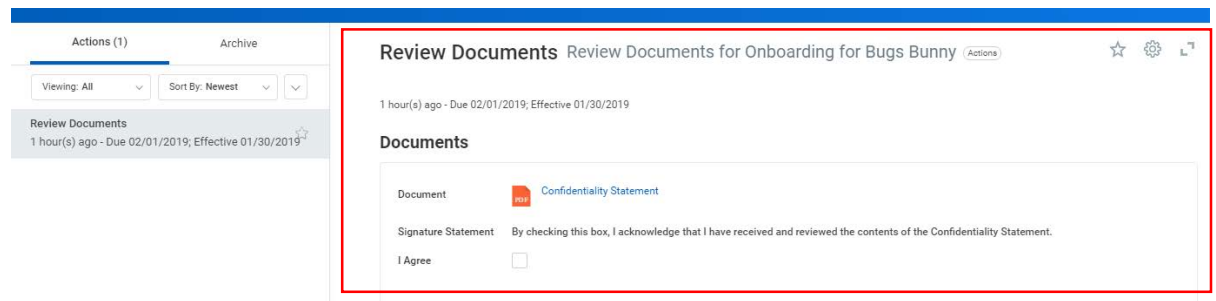
Onboarding Review Documents – Job Aid

From Home Page;

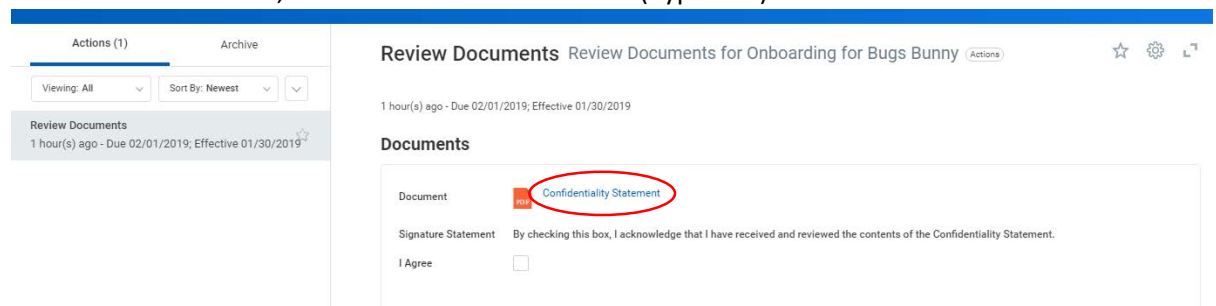
- 1) Click on **Inbox** icon or card
- 2) Click on “Review Documents”



- 3) The documents you need to review and their acknowledgements will appear on the right-hand side of the screen



- 4) To review a document, Click on the document name (hyperlink) next to PDF icon.



- 5) When you have completed your review of the document, Click the “I Agree” check box to acknowledge your review of the document.

Review Documents for Onboarding for Bugs Bunny

1 hour(s) ago - Due 02/01/2019; Effective 01/30/2019

Documents

Document Confidentiality Statement

Signature Statement By checking this box, I acknowledge that I have received and reviewed the contents of the Confidentiality Statement.

I Agree

- 6) You will need to complete this review process for a total of six (6) documents. These documents are:

- a. Confidentiality Statement
- b. Title IX Policy
- c. Employee Acknowledgement of College Policies
- d. Employee Conflict of Interest Disclosure
- e. Drug Abuse Prevention Program
- f. Anti-Harassment Training Instructions for New Hires

- 7) Once you have completed your review and acknowledgement of all six (6) documents, Click the **Submit** button at the bottom of the screen.

Submit Save for Later Cancel