

Completing the New Hire (Onboarding) Process (V 5.0)



Congratulations!

You have received a **Tentative Job Offer** from the NAF Human Resources Office

Here is what you need to know to make the onboarding process as smooth and quick as possible.

ACCEPTING A TENTATIVE JOB OFFER

Step 1: Upon receiving an email with a Tentative Job Offer notification, read the Tentative Job Offer in its entirety.

Step 2: Copy and paste the unique URL provided in the Tentative Job Offer to either accept, decline, or request more information about the position.

LOGIN TO YOUR ONBOARDING ACCOUNT

Step 1: After accepting the job offer, you will be directed to the login.gov page for USAJOBS.

Step 2: Use your Login.Gov account to sign into USAJOBS. If you don't have a Login.Gov account, you can create one. (URL: https://secure.login.gov/sign_up/enter_email)

COMPLETING ASSIGNED TASKS

Step 1: Once logged in, the 'Welcome' page will display. Once ready, click 'Start' to begin the process.

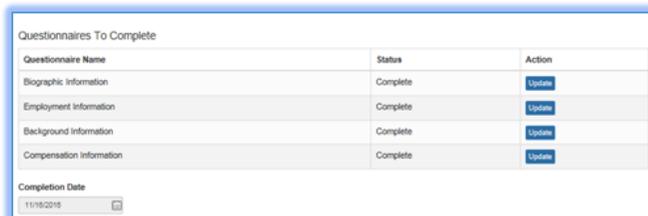
Step 2: A series of tasks (Complete New Hire Questionnaire, Complete OF 306, Complete W-4, etc.) will display.



Notes:

- If a list of tasks doesn't display, click the 'Tasks' hyperlink at the top left corner of the screen.
- Pay attention to Due Dates for each task. Many tasks are required to be completed almost immediately upon beginning the new hire process as they are REQUIRED to initiate employment requirements such as background checks/investigations, physicals, etc.

Step 3: Under the Task Name column, select 'Complete the New Hire Questionnaire'. A variety of Questionnaires will display (e.g., Biographic Information, Employment Information, Background Information, etc.).



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Step 4: Click 'Continue' in the Action column to complete individual questionnaires. After responding to all questions within each questionnaire, the status will change to "Complete". Click 'Close' to return to the 'Tasks' page.

Step 5: To complete remaining tasks and forms, click on each task. Some tasks may require you to enter a complete date (e.g., Complete a physical). Other tasks may require you to review a form and 'Confirm' the accuracy of the information. You may be required to print or electronically sign and submit a form back to the HR representative.

Step 6: Once all tasks are completed, the Task Page should show as 'Complete' and the progress bar at the top of the page should show at 100%.

MONITOR YOUR EMAIL

If corrections to your forms are required, you will receive a system notification through email.

Step 1: After logging into your onboarding account, click 'Edit' to correct information in the New Hire Questionnaire. Items that are incomplete are evidenced by a red square.

Task Name	Due	Completed
<input type="checkbox"/> Complete New Hire Questionnaire		

Step 2: Follow the same process outlined in the 'Completing Assigned Tasks' section (above) to view, confirm, print or sign forms that are not complete.

FINAL JOB OFFER

Once all employment forms & tasks have been completed by all entities (you, the hiring office, & outside agencies), and the HR representative has determined that you meet all pre-employment requirements, you will receive a Final Job Offer (also referred to as an Official Job Offer) email. This offer will contain your final salary determination, reporting date, job location and any additional information or required documents that your HR representative will need you to bring to your New Hire in-processing Appointment.

Step 1: Read the Official Job Offer in its entirety.

Step 2: Copy and paste the unique URL provided in the Official Job Offer to either accept, decline, or request more information.

Step 3: Coordinate closely with the HR representative to complete all pending tasks/forms as not complying could prolong your EOD.

ADDITIONAL HELP

For questions or assistance with your **login.gov** account, review the online help at: <https://login.gov/help>

For technical assistance when completing and submitting forms, go to:
<https://nhsupport.usastaffing.gov/hc/en-us>

For questions about position related information (job location, reporting date, salary, etc.) contact the HR representative listed on your tentative or official job offer notification.

For a demonstration of the Onboarding Process, check out our video 'Completing the New Hire Process' (you may be prompted to 'Save' the video before you can watch it). Video URL:

<https://publicfileshare.chra.army.mil/Applicants/Completing%20the%20New%20Hire%20%28Onboarding%29%20Process%20%28Video%29.mp4>