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Reviewing New Hires

What you need to do	What you will see
STEP 1: In the 'Offers & Onboarding' box, click the 'new hires' link. This will prompt you to the 'My new hires' menu.	Advertisements Job description and Requisition approvals Search committee review 8 Advertisements 0 Jobs have applicants for review 2 Jobs requiring panel review 0 Applicants assigned to you for review 0 Applicants review 2 Jobs requiring panel review
	Offers & Onboarding O Offers awaiting your approval 318 New Hires 24 New Hire tasks
STEP 2: In the 'My new hires' menu, scroll to the right side of the applicants row. Click the 'View offer details'	My new hires Applicant name Requisition Number Working Title Image: stad 499988 Administrative Associate Image: stad 499988 Administrative Associate Image: stad View offer details
STEP 3: You will be prompted to review the 'Offer details' card, here you can check the Application status; Example- background check, contingent online offer sent, accepted offer or declined offer.	■ Offer details Approval status: Approved HR Representative: Ariela Velasquez Application source: Internet - Careers website Edit Positions: Position no Yupe Applicant ● Applicant Contingent offer accepted
say "HR Offer Forms Complete – Export to Banner" once they Last Updated on 1 March 2021	1 P a g e

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have completed all post-hire forms in PageUp. This is the last step prior to them being hired.	