

SHORELINE COMMUNITY COLLEGE

Supervisor's Guide to Viewing Onboarding Progress

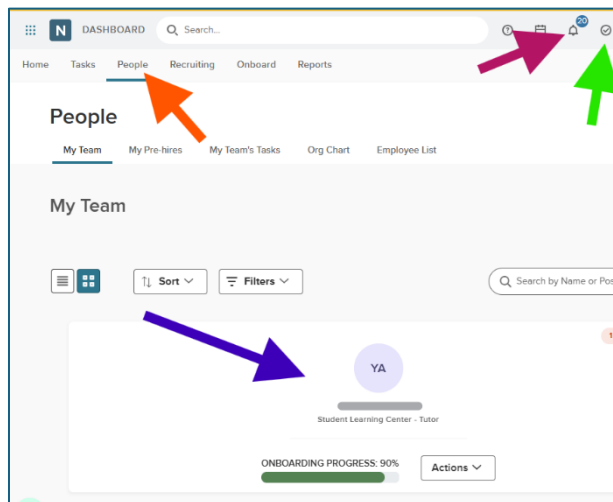
Supervisors are responsible for ensuring employees complete all necessary paperwork in a timely manner.

Supervisors can access/view outstanding tasks and/or employee progress at any time through the link provided in the NEOED task reminder emails, or by logging in at <https://login.neogov.com/>.

Pink Arrow = New Email Notification – click on bell to see all messages

Green Arrow = New Task Notification - click on check to see all your tasks

- Orange Arrow** = Click on the **People** tab to see employees
- Purple Arrow** = Click in the box for the employee onboarding details
- Choose **Onboarding** tab circled below
 - You will be able to see if forms are **In Progress, Completed, or Overdue** - you **won't** have access to open and view due to sensitive/personal information



Job

Onboarding

Forms

Export to ...

Bulk Delete

	Form Name	Updated On	Status	Actions
	Q Search	Q Search	Q Search	
☐	Employee Personal Data	09/19/2025 16:23:43	Complete	
☐	Retirement Status	10/08/2025 19:50:01	Complete	
☐	Equal Employment Opportunity Survey	09/19/2025 18:03:16	Complete	
☐	Standard I9 Form	09/25/2025 20:57:52	Complete	
☐	Important Policies & Procedures	09/19/2025 18:10:35	Complete	
☐	Declaration & Authorization to Release...	09/19/2025 18:07:46	Complete	
☐	Hourly PA - Temp Personnel Action For...	09/23/2025 08:57:59	In Progress	

✓ **Checking on HOURLY PA Status:**

- Click eye icon in the "Actions" section to view the form and verify who still needs to complete it
- If the form is signed by everyone but HR, this means that there are other outstanding forms for the employee to complete