

Overview

This guide defines the steps to **complete your pre and onboarding tasks**.

There are several tasks you are required to completed prior to and your start date to ensure Downer provides the best onboarding experience to you.

Business rules

- You must complete your preboarding tasks before your first day.
- Contact your direct manager for more detailed support.

Related policies & tools

- [Getting Started with My Downer Apps \(Mobile\)](#)
- [Getting Started with My Downer Apps \(Mobile-PC\)](#)
- [Getting Started with HRCore \(Frontline\)](#)
- [Getting Started with HRCore \(Staff\)](#)
 - *Available to staff-based employees once onboarded*

Tasks

	<i>Use this option when...</i>
1 Complete your preboarding journey tasks	<i>you need to complete your preboarding tasks prior to commencing with Downer.</i>
2 Complete your onboarding journey tasks	<i>you need to complete your onboarding tasks from your commencement date.</i>

1 Complete your preboarding journey tasks

Important:

- For further information on task requirements, contact your Hiring Manager or the contact listed below the journey task.
- If a task is incorrectly complete, ask your Hiring Manager to reopen the task, so you can action it again.

<ol style="list-style-type: none"> 1. From the main toolbar, select My Team. 2. Select the Journeys app to display your outstanding tasks. <p><i>Note: Alternatively, view your outstanding tasks from your HRCore or email notifications.</i></p>	
<ol style="list-style-type: none"> 3. Select the Preboarding tile to begin your journey. 	
<ol style="list-style-type: none"> 4. To complete a task, click a task name and review the instructions. 5. Respond to questions by typing in the box provided and click Done. 6. If a link takes you to another page, return to the journey, then click Done to confirm the task is completed. <p><i>Note: Completed tasks display a green tick.</i></p>	

2 Complete your onboarding journey tasks

Important: Your onboarding journey is assigned to you on your start date. Some tasks may not be available to complete until a certain date. In this case, you will receive an email notification when it's time to complete them.

<ol style="list-style-type: none"> From the main toolbar, select My Team. Select the Journeys app to display your outstanding tasks. <p><i>Note: Alternatively, view your outstanding tasks from your HRCore or email notifications.</i></p>	
<ol style="list-style-type: none"> Select the Onboarding tile to begin your journey. 	
<ol style="list-style-type: none"> To complete a task, click a task name and review the instructions. Respond to questions by typing in the box provided and click Done. If a link takes you to another page, return to the journey, then click Done to confirm the task is completed. <p><i>Note: Completed tasks display a green tick.</i></p>	

Result

You have been completed your pre and/or onboarding journeys.