QRG – Complete Preboarding & Onboarding Journeys



Overview

This guide defines the steps to compete 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

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

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1 Complete your preboarding journey tasks

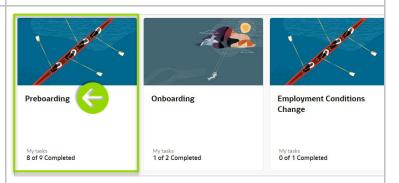
Important:

- 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.
- 1. From the main toolbar, select My Team.
- Select the Journeys app to display your outstanding tasks.

Note: Alternatively, view your outstanding tasks from your HRCore or email notifications.

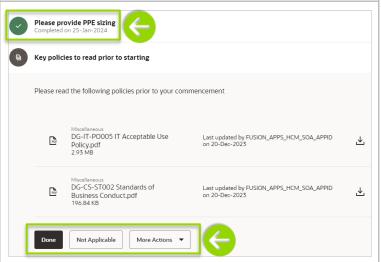
3. Select the **Preboarding** tile to begin your journey.





- 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**.
- If a link takes you to another page, return to the journey, then click **Done** to confirm the task is completed.

Note: Completed tasks display a areen tick.



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2 Complete your onboarding journey tasks

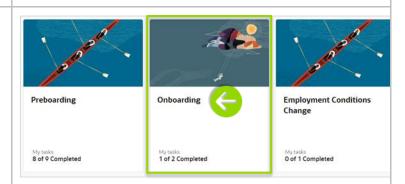
Important: Your onboarding journey is assigned to you on your start date. Some tasks may not be available to complete until a certain date. In this case, you will receive an email notification when it's time to complete them.

- From the main toolbar, select My Team.
- 2. Select the **Journeys** app to display your outstanding tasks.

Note: Alternatively, view your outstanding tasks from your HRCore or email notifications.

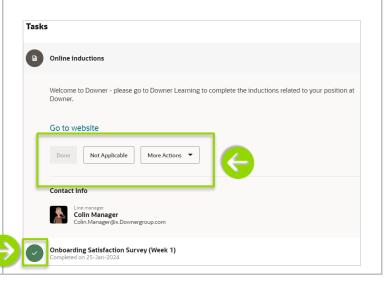
3. Select the **Onboarding** tile to begin your journey.





- 3. To complete a task, click a task name and review the instructions.
- 4. 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.

Note: Completed tasks display a green tick.



Result

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