NeoEd Onboard
Hiring Manager's Guide

SOUTHWESTERN COLLEGE

Prepared by:
Efren Barrera, HR Business Systems Analyst
Department: Human Resources
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This guide provides Hiring Manager with essential information on tracking new hire progress in NeoEd Onboard and understanding their role in the onboarding process.

For support, contact the HRIS Team:
ebarrera@swccd.edu
dhaskins@swccd.edu

Welcome to the NeoEd Onboard Hiring Manager’s Guide

This guide provides an overview of how Hiring Managers can access NeoEd Onboard, monitor the status of pre-hire forms, and utilize the Onboard Progress Report for a visual summary of onboarding progress.

Please note that Hiring Managers have view-only access and can track completion status but do not manage or edit onboarding forms or tasks. All onboarding documents and activities are administered by Human Resources to maintain confidentiality and ensure compliance with applicable regulations.

Quick Overview of Hiring Manager Access

What You Can Do:

- Access the Dashboard via single sign-on (SSO).
- Use Reports > Onboard Progress to monitor new hire onboarding completion.
- Customize report columns to view additional information.
- Track task status for awareness and contact HR if assistance is needed.

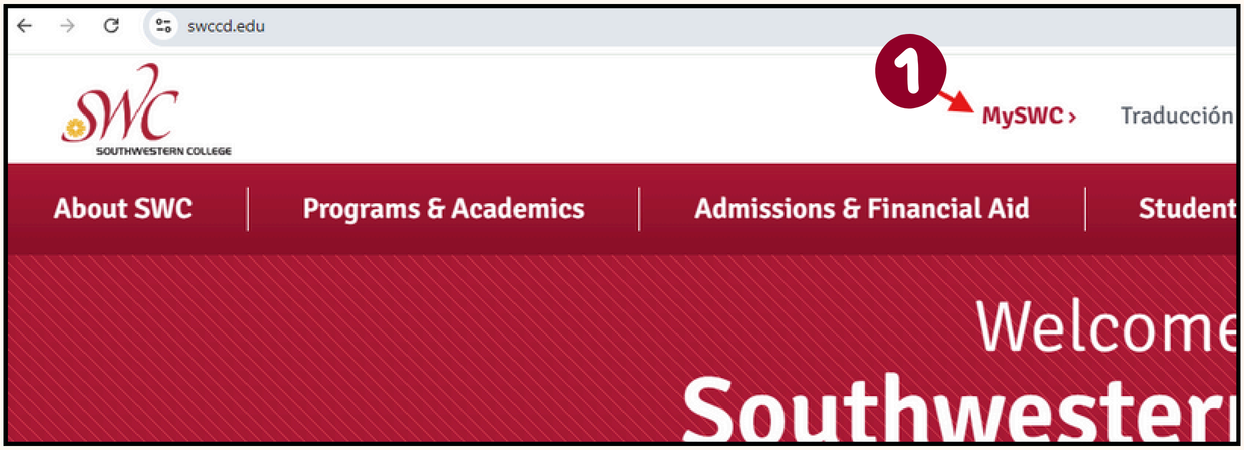
What You Cannot Do:

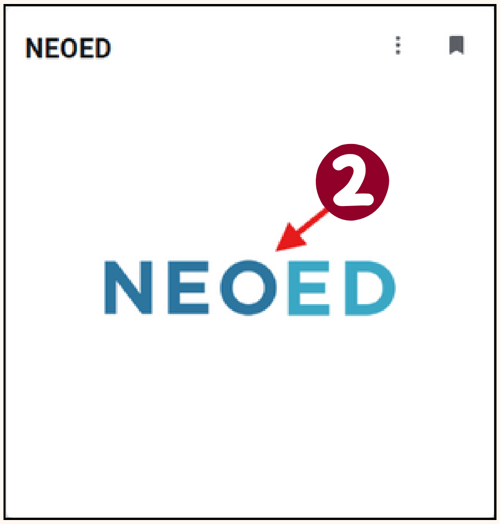
- View, download, or edit any HR forms. These permissions are restricted to protect employee personal information.
- Assign or manage onboarding tasks.
- Modify onboarding checklists or timelines.

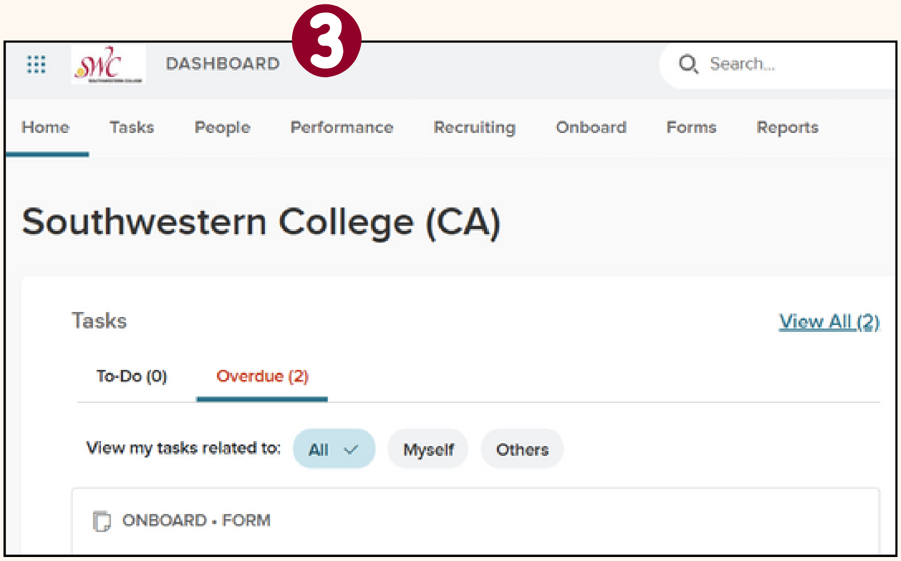
Accessing NeoEd

Instructions:

1. Open your web browser and go to MySWC.
2. Click the NeoEd tile.
3. You will be taken directly to the Unified Dashboard (no login required due to Single Sign-On).





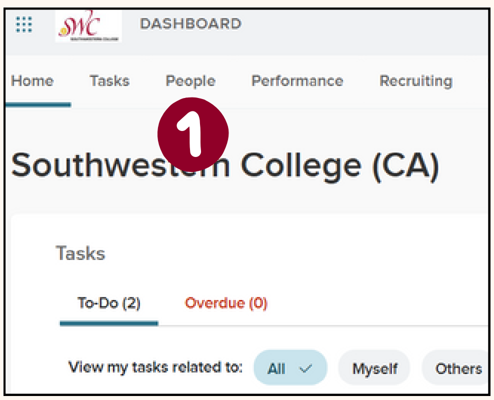


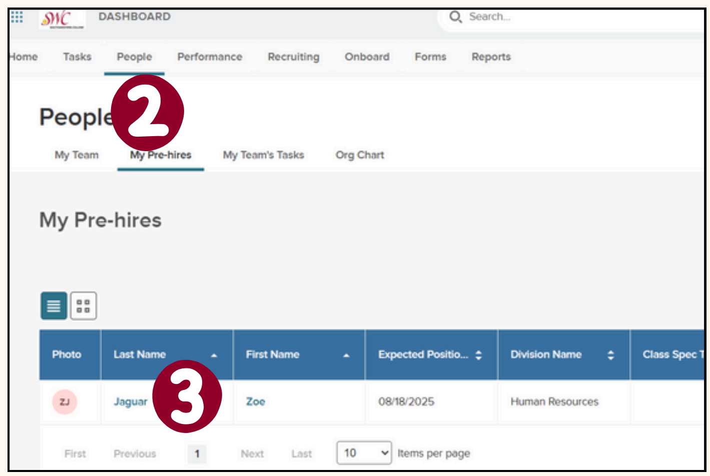
Viewing the Pre-Hire List & Forms Status

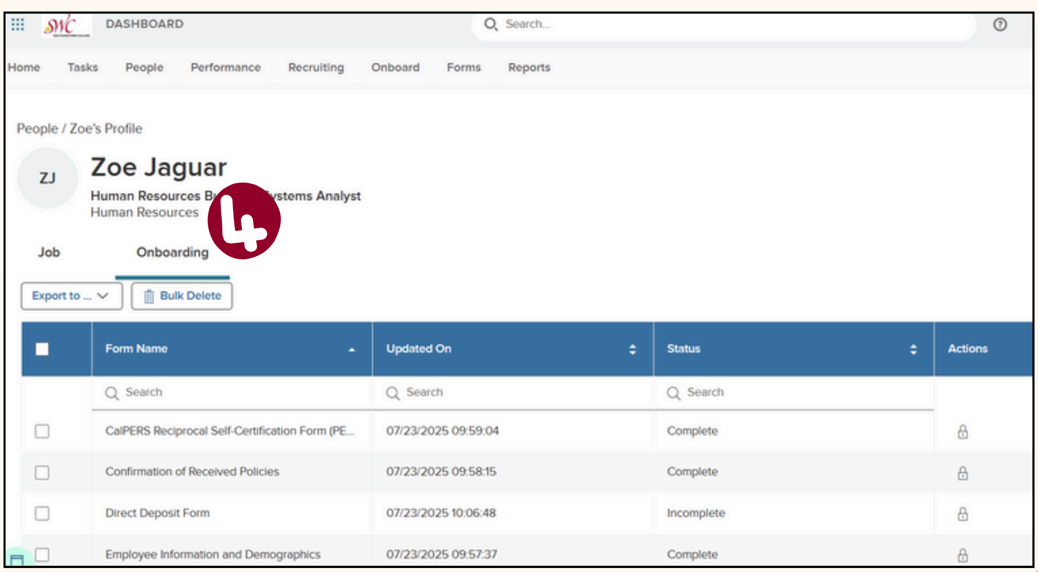
The Hiring Manager can see a list of their pre-hires and check which onboarding forms have been completed or are still pending. This feature is a view-only list and does not allow access to the actual HR and Payroll forms.

Instructions:

1. From the Dashboard, click People on the top menu.
2. Select My Pre-Hires to open the list of pre-hires.
3. Click on the pre-hire's name to open their profile page.
4. Select the Onboarding tab to view the first 5 forms and their status (e.g., Complete or Incomplete).
5. To see more forms, adjust the Items per page setting.





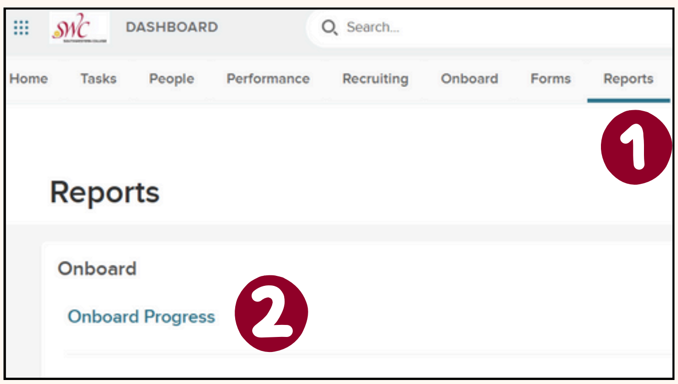


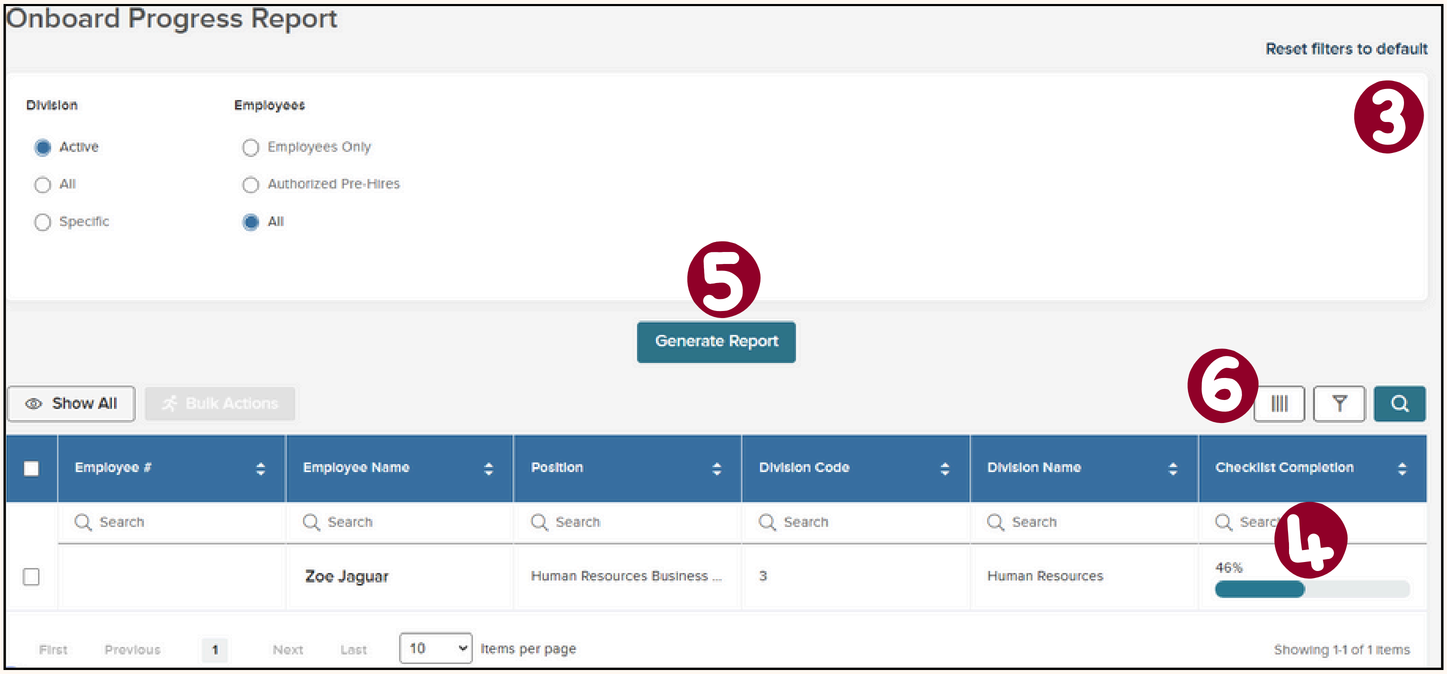
Running the Onboard Progress Report

The Hiring Manager can use the Onboard Progress Report to view a visual summary of each pre-hire's checklist completion. This report provides percentages of progress but does not grant access to the actual forms.

Instructions:

1. From the Dashboard, click Reports in the top menu.
2. Click Onboard Progress from the list of reports.
3. The report automatically loads with Division: Active and Employees: All as default.
4. Review the Checklist Completion column to see the percentage of tasks completed.
5. Use the Columns icon (three vertical lines) to add or remove data columns (e.g., Manager, Hire Date, Department).
6. Use the search fields at the top of each column to locate a specific pre-hire or position.





Task Status Report (Optional)

The Hiring Manager can use the Task Status Report to see the status of individual tasks or forms for each pre-hire. This report provides detailed information about each step in the onboarding checklist.

Instructions:

1. From the Dashboard, click Reports in the top menu.
2. In the dropdown menu, select Task Status.
3. The report loads with default filters (Checklist: Onboarding, Division: Active, Employee Status: All).
4. Use the search field under Related To or Employee Name to filter by a specific pre-hire.
5. Review the Status column to understand task progress for each Assignee:
    - Completed – The assignee has finished this task.
    - Current – The task is currently active and assigned to that person.
    - Pending – The task is not yet available because a prior step must be completed first.