

# **ONBOARDING**

Thank you for choosing Manpower! To make your onboarding go as smoothly as possible, we ask that you please take a moment to review this guide. It outlines what to expect and important items to note during each stage of the onboarding process.

# **NEW HIRE PAPERWORK**

## **LOG-IN / PASSWORD**

Click on the link within the email to be taken directly to Onboarding365. Enter your email address as the username and create a password if logging in for the first time. Remember to keep your password in a secure location. You will need it the next time you log-in to Onboarding365.

## PREFERRED LANGUAGE

All onboardings are initiated in English but can be completed in Spanish (French is an option for Canada only). You will be asked to designate your preferred language the first time you log-in. If you do not see the option, or would like to change, please go to: *Options Menu > Preferred Language* to update.

# **PROFILE CREATION**

It is critical that your personal information is entered accurately when creating your profile, and that you carefully review all information entered before acknowledging it is correct. This information will populate documents within your onboarding paperwork, including consent forms.

#### LEGAL NAME

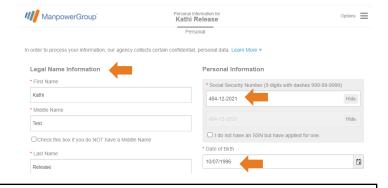
Enter your full legal name as it appears on legal documents.

#### SOCIAL SECURITY NUMBER

Be very careful when entering your SSN, making sure that the numbers are in the correct order.

#### DATE OF BIRTH

Double-check that it was entered correctly.





**NOTE:** If you discover a mistake with your personal information prior to completing Onboarding go back to the home screen and click "Reopen Profile" to make changes.



#### **VERIFICATION & ACKNOWLEDGEMENT**

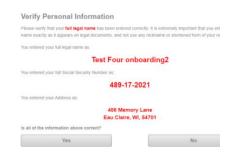
Prior to starting your paperwork, you will be asked to:

#### VERIFY PERSONAL INFORMATION

A pop-up window will appear asking you to verify certain information. If you find an error, click "NO" and correct before proceeding.

# PROFILE ACKNLOWLEDGMENT

You will be asked to confirm that the information you provided in the profile is true and accurate and that you understand the consequences of providing false information.





# **ELECTRONIC CONSENT**

Make sure to read the consent. Once finished, you will indicate your acknowledgment by clicking on the checkbox, and then creating a graphic signature. Sign in the box using your mouse or finger and if prompted, enter your password. A dot or line will not be accepted as a valid signature on certain documents (e.g. consent forms) so make sure you sign your name as you would on any legal document and click "I agree."

#### **DOCUMENT COMPLETION**

**WEB FORM** 

Review and complete all assigned documents, training, etc....

- If there is a link on the page (e.g. video to watch or document to review), it may open in another tab. Once you have viewed the material, go back to your onboarding to complete the acknowledgment.
- Carefully read the instructions on each page!
- Some information from your profile will pre-populate documents. For others, you will need to complete a
  Web Form (used to capture information that does not populate from your profile) which then flows into
  the actual document.







**NOTE:** If there is a mistake in a document that was populated with information filled out in the web form, edit before continuing. acknowledgment button on the right-hand side. Remember, **DO NOT** accept documents with incorrect information.

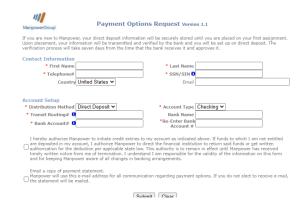


#### PAYMENT SET-UP

Carefully review the instructions. You must click on the link and follow all instructions to complete the Payment Options Request (opens in another tab).

If you do not complete all information in this request, your payment selection will not be set-up correctly.







**NOTE:** After completing onboarding, make sure to log into your My Manpower account to complete your tax forms using **Secure Self Service**. If you do not, the system will automatically default to the highest tax withholding. *Tax forms cannot be completed on a mobile device at this time*.