



## ADDITIONAL HELP

For questions or assistance with your **login.gov** account, review the online help at: <https://login.gov/help>

For technical assistance when completing and submitting forms, go to: [https://help.usastaffing.gov/NewHire/index.php?title=New\\_Hire](https://help.usastaffing.gov/NewHire/index.php?title=New_Hire)

For questions about position related information (job location, reporting date, salary, etc.) contact the HR representative listed on your tentative or final job offer.

# Completing the New Hire (Onboarding) Process

(V 1.0)

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**AFSVSC Nonappropriated Funds  
(NAF) Human Resources**

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# Completing the New Hire (Onboarding) Process V 1.0



## Congratulations!

You have received a **Tentative Job Offer** from the NAF Human Resources (HR) Office

Here is what you need to know to make the onboarding process as smooth and quick as possible.

### ACCEPTING A TENTATIVE JOB OFFER

**Step 1:** You will receive an email with a Tentative Job Offer.

**Step 2:** Read the Tentative Job Offer in its entirety.

**Step 3:** Copy and paste the unique URL provided in the tentative job offer to either accept, decline, or request more information about the position.

### LOGIN TO YOUR ONBOARDING ACCOUNT

**Step 1:** After accepting the job offer, you will be directed to the login.gov page for USAJOBS.

**Step 2:** Use your Login.Gov account to sign into USAJOBS. If you don't have a Login.Gov account, you can create one. (URL: [https://secure.login.gov/sign\\_up/start?request\\_id=f981ec94-999d-4acb-a614-5f60442d6a80](https://secure.login.gov/sign_up/start?request_id=f981ec94-999d-4acb-a614-5f60442d6a80))

### COMPLETING ASSIGNED TASKS

**Step 1:** Read the 'Welcome' page. Once ready, click 'Start' to begin the process.

**Step 2:** Click the task 'Complete the New Hire Questionnaire' to view and access the questionnaires related to your onboarding forms assigned by the hiring office. Note: The number of questions will vary depending upon the number of forms the HR office has assigned to you.

**Step 3:** Click the task 'Complete the New Hire Questionnaire' to view and access the questionnaires related to your onboarding forms assigned by the hiring office.

**Step 4:** To complete individual questionnaires, click 'Continue' in the Action column. Once questions within individual sections of the questionnaire are answered, the status will change 'Complete'. Click 'Close' to return to the 'Tasks' page.

**Step 5:** To complete remaining tasks and forms, click on each task. Some tasks may require you to enter a complete date (e.g., Complete a physical). Other tasks may require you to review a form and 'Confirm' the accuracy of the information. You may be required to print or electronically sign and submit a form back to the HR Office.

**Step 6:** Once all tasks are completed, the Task Page should show as 'Complete' and the progress bar at the top of the page should show at 100%.

### MONITOR YOUR EMAIL

If correction to your forms are required, you will receive a system notification through email.

**Step 1:** Log into your onboarding account.

**Step 2:** Click 'Edit' to correct information in the New Hire questionnaire.

**Step 3:** Follow the same process outlined in the 'Completing Assigned Tasks' section (above) to view, confirm, print or sign forms that are not complete.

### FIRM JOB OFFER

Once all employment forms & tasks have been completed by all entities (you, HR, & outside agencies), and HR has determined that you meet all pre-employment requirements, HR will set an Entrance on Duty (EOD) Date (1<sup>st</sup> day of work with the federal government). You will receive a Firm Job Offer email containing your final salary determination, reporting date, job location and any additional information or required documents that HR will need you to bring to your New Hire Inprocessing Appointment.

**Step 1:** Read the Firm Job Offer in its entirety.

**Step 2:** Copy and paste the unique URL provided in the firm job offer to either accept, decline, or request more information.

**Step 3:** Coordinate closely with your HR office to complete all pending tasks/forms as not complying could prolong your EOD.