HIRING MANAGER GUIDE

How to Track Your New Hire's Onboarding Progress

PageUp | Check which onboarding tasks are done or still need completion.

Have a new employee? Follow these steps to check on their onboarding progress and remind them of anything still outstanding.

WHO CAN USE THIS: This view can only be seen if you are listed as an **Onboarding Coordinator** or an **Onboarding Delegate** on the new employee's offer card.

Steps

1. Go to **ou.pageuppeople.com** and log in.
2. In the tile labeled **Offers**, select **New Hires**.
3. Find the employee you want to check, then select **View all tasks**.
4. Review the task list. You can see what needs to be done and its status. Select a task's link to see its details.
5. To remind the new hire about unfinished tasks, select **Notify updates**. This emails them directly from the system.

Task Statuses

Status	What it means
Open	The task has not been completed.
Completed	The task has been marked completed.

FORM I-9: The Form I-9 is a federally required document with strict timelines. **Section 1 is due by the employee's first day, and Section 2 is due within three business days of the start date.** Timely, accurate completion is critical to avoid compliance risks and penalties. As Onboarding Coordinator, you play an essential role by monitoring progress and driving accountability in your department.

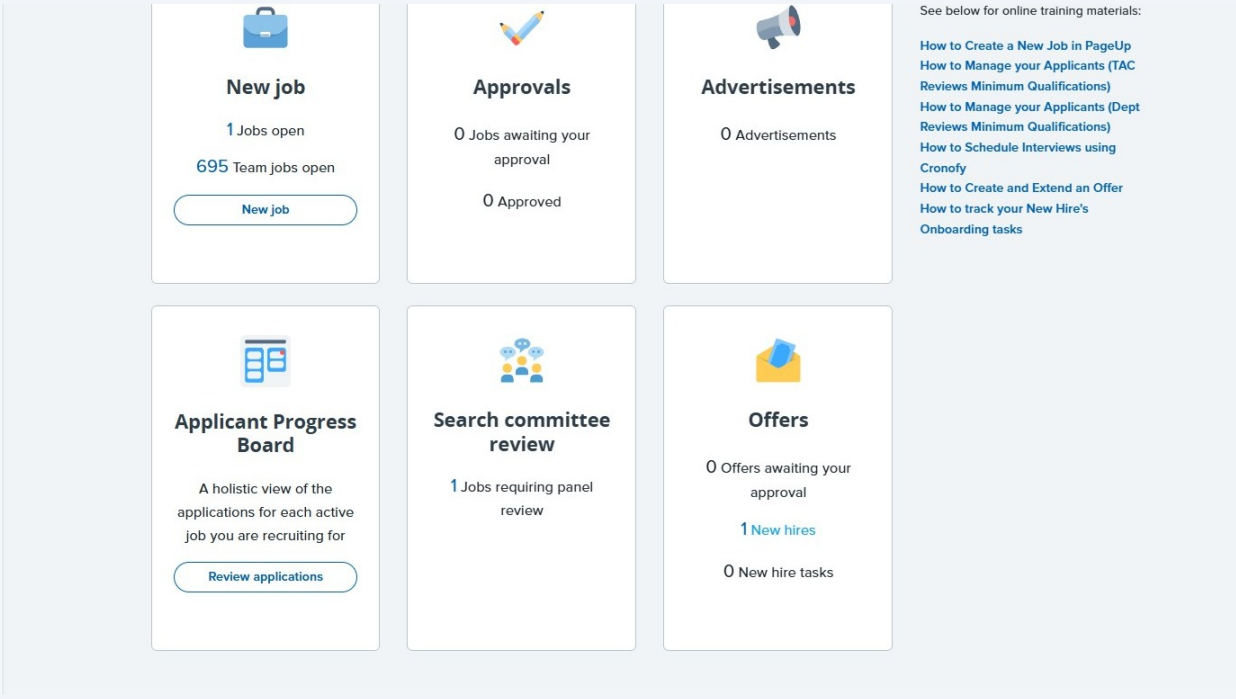
NEED HELP? If you need further assistance with this view, contact the Talent Acquisition Team at **HRTalent@ou.edu**.

How to track your new hire’s onboarding progress 11/19/2026

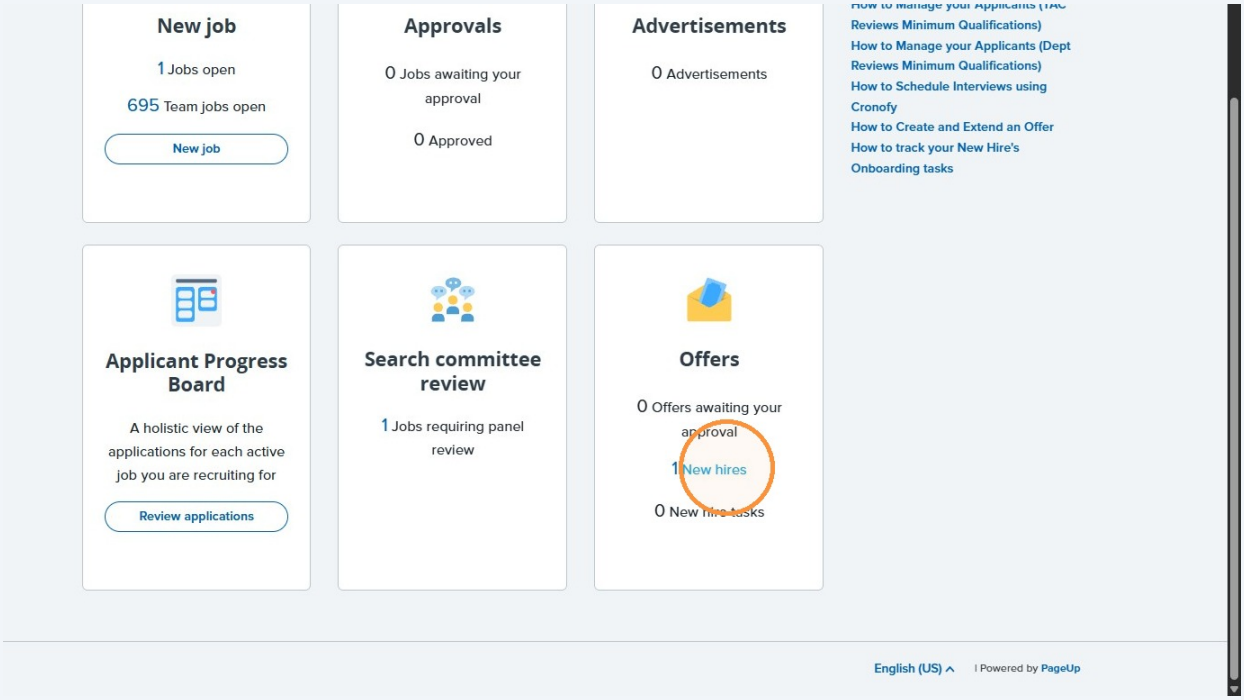
Have a new employee? Follow these steps to check on their onboarding progress.

⚠ This view can only be seen if you are listing as an Onboarding Coordinator or as an Onboarding Delegate on the Offer Card of the new employee.

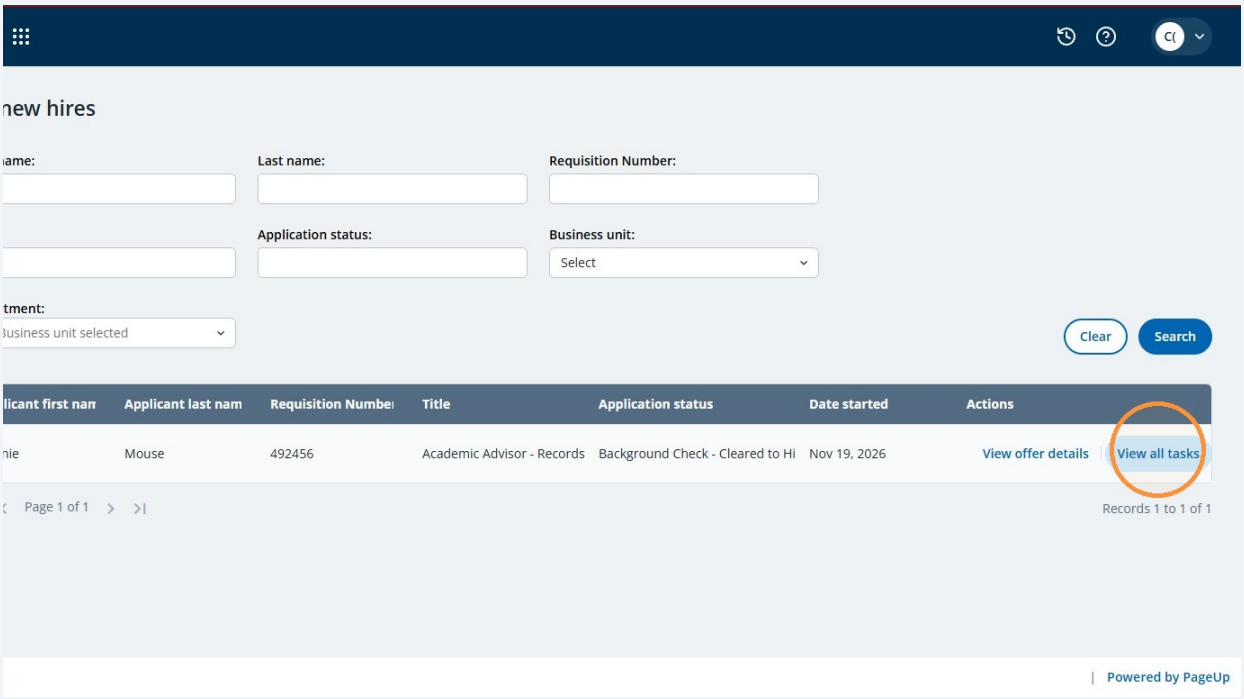
1 Go to ou.pageuppeople.com



2 In the tile that is labeled "Offers," click New Hires.



3 Find the employee you would like to check the onboarding for. Click **View all tasks.**



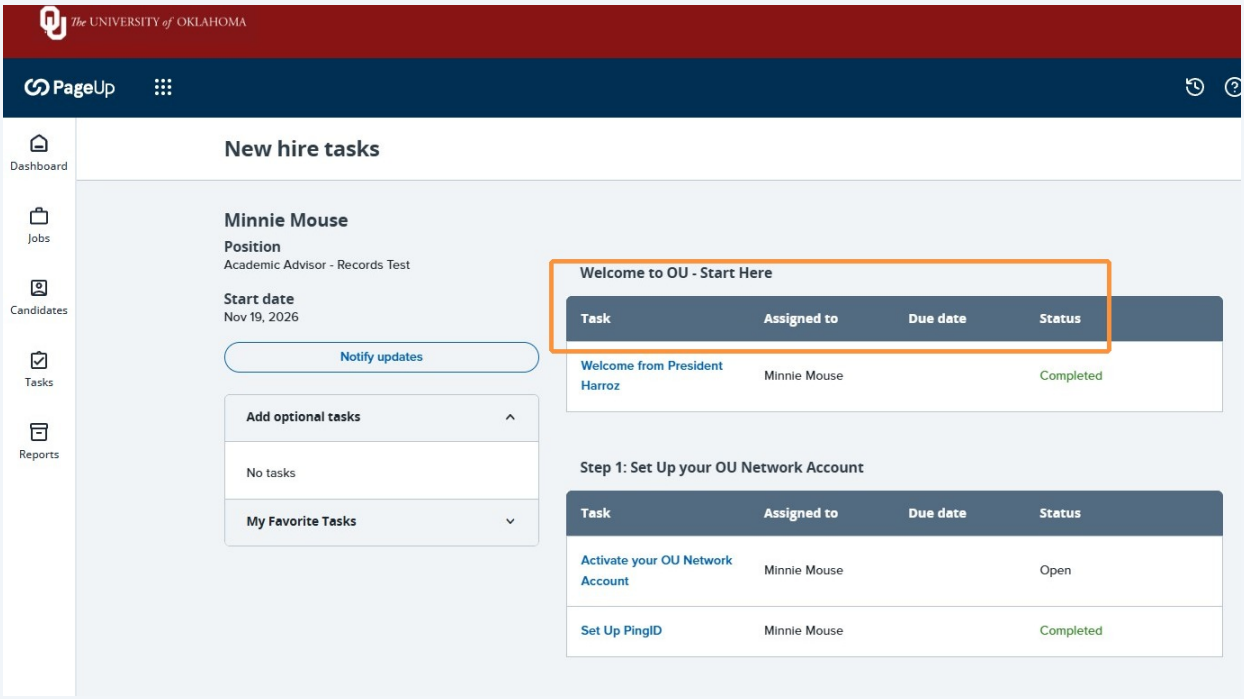
4

On this screen, you can see what tasks need to be done and if they are completed or not.

Open means that the task has not been completed.

Completed means that the task is has been marked as completed.

You can also see the details of the task by clicking the respective link.



Tip! You can see the details of the task by clicking the specific task title.

The Form I-9 is a federally required document that must be completed within strict timelines, with Section 1 due by the employee's first day and Section 2 within three business days of the start date. Timely and accurate completion is critical to avoid compliance risks and penalties. The Onboarding Coordinator plays an essential role in ensuring this is completed on time by actively monitoring progress and driving accountability at the department level.

5 If you would like to reach out to the new hire to remind them that a task or tasks need to be completed, you can click the **Notify updates** button to email them directly from the system.

