

# Onboarding - The Applicant Process

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Within the Onboarding Portal, applicants are able to complete their registration via the following methods depending on your policies:

- Applying via the Job Board
- Utilizing a General Registration Link
- Utilizing an On-Prem Kiosk

This article provides a brief overview of the Onboarding Registration/Application process from the perspective of the applicant.

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## Registering in the Onboarding Portal

Depending on how you have the policies configured within your organization, applicants may see different registration information depending on how they are registering (Job Board, General Registration Link, or Kiosk).

For example, with the utilization of an "Apply with Us" button on your Job Board, prospective employees will be navigated to your Onboarding homepage. On the homepage, applicants will be prompted to enter specific information depending on how your application is configured for that job order, customer record, etc.



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### Your information

Check out your information below. If anything needs updating, edit away. If everything looks good, just tap 'Next' below.

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\* First name

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Middle name

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\* Last name

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\* Date of birth

**\*Note\*** The theme of your Onboarding portal can be customized to fit the branding of your company. For more information, please see the following articles:

- [Onboarding - Understanding Themes](#)
- [Onboarding - How to Create a Theme](#)

**\*Note\*** In the event an applicant has already registered and is needing to complete a new/existing workflow/form, you will provide the generated Action's link from the that employee's Onboarding 2.0 tab within Beyond:

| <div> <a href="#">VISIFILE</a> <a href="#">DETAILS</a> <a href="#">SYSTEMIQ</a> <a href="#">DOCUMENTS</a> <a href="#">MESSAGES</a> <a href="#">JOB MATCHING</a> <a href="#">ASSIGNMENTS</a> <a href="#">STORY</a> <a href="#">REFERENCES</a> <a href="#">PAY SETUP</a> <a href="#">ONBOARDING</a> <a href="#">ONBOARDING 2.0</a> <a href="#">PAY HISTORY</a> <a href="#">CUSTOM DATA</a> <a href="#">TEST PAGE</a> <a href="#">LINKEDIN</a> <a href="#">MORE</a> </div> |                           |                            |                            |                            |                            |          |           |                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------|-----------|-----------------|--|
| Showing 7 of 7 Employee Actions                                                                                                                                                                                                                                                                                                                                                                                                                                         |                           |                            |                            |                            |                            |          |           |                 |  |
| <div> <div> <div> <div></div> <div>CREATE LINK FOR ALL EMPLOYEE ACTIONS</div> </div> <div> <div></div> <div>START ALL EMPLOYER ACTIONS</div> </div> <div> <div></div> <div>ASSIGN ACTION</div> </div> </div> </div>                                                                                                                                                                                                                                                     |                           |                            |                            |                            |                            |          |           |                 |  |
| Action Name                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Progress                  | Date Created               | Due Date                   | Date Expired               | Date Completed             | Assignee | Status    | Employer Action |  |
| <a href="#">Filter...</a>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <a href="#">Filter...</a> | <a href="#">mm/dd/yyyy</a> | <a href="#">mm/dd/yyyy</a> | <a href="#">mm/dd/yyyy</a> | <a href="#">mm/dd/yyyy</a> |          |           |                 |  |
| <a href="#">Direct Deposit Form (TempWorks Default)</a>                                                                                                                                                                                                                                                                                                                                                                                                                 | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |
| <a href="#">Employee Agreement Sample MH</a>                                                                                                                                                                                                                                                                                                                                                                                                                            | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |
| <a href="#">Background Check Disclosure and Authorization</a>                                                                                                                                                                                                                                                                                                                                                                                                           | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |
| <a href="#">TempWorks Resume Collection Form</a>                                                                                                                                                                                                                                                                                                                                                                                                                        | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |
| <a href="#">TempWorks WebCenter User Account Setup Form</a>                                                                                                                                                                                                                                                                                                                                                                                                             | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |
| <a href="#">Direct Deposit Form</a>                                                                                                                                                                                                                                                                                                                                                                                                                                     | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |
| <a href="#">Employment Eligibility Verification (Standard I-9)</a>                                                                                                                                                                                                                                                                                                                                                                                                      | 100%                      | 8/19/2026                  |                            |                            | 8/19/2026                  | None     | Completed |                 |  |

For more information on generating links for employee actions, please see the article titled [Onboarding - The Service Rep's Process](#).

Applicants may be asked to fill out some basic information including their first and last name, date of birth, address information, email address, phone number, etc:

**\* First name**

John

**Middle name**

**\* Last name**

Smith

**\* Date of birth**

2 / 22 / 1982



**\* Address**

**Country**

United States



**Full Address**

123 Main Street, Shakopee, MN, USA



**Street address**

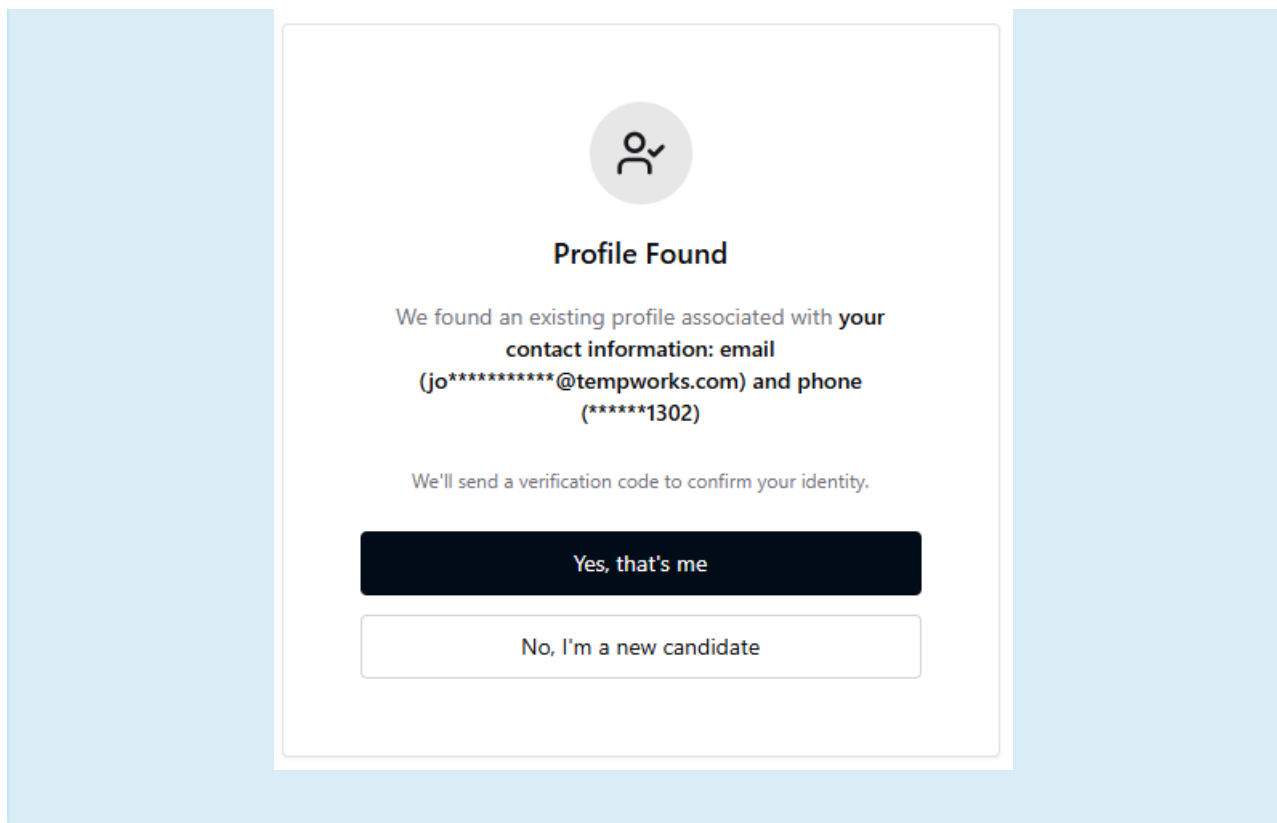
123 Main Street

**Apt, suite, etc (optional)**

**\* Email address**

John.Smith@gmail.com

**\*Note\*** The Onboarding Portal can check for duplicate employee records using SSN, email address, and/or phone number. If the system finds a duplicate record, it will prompt the applicant to confirm their profile or continue as a new candidate:



Depending on how your registration policy is configured, applicants may be requested to provide/setup the following:

- Resume
- Work History
- Education History
- Skills
- Web User Account
- Etc.

Once the information has been entered and verified, and if there are no further steps within the registration workflow, the applicant will select "Save & Next" at the bottom of the page to complete the registration process:

\* First name

Joshua

\* Last name

Kramer

\* Address

Country

United States

Full Address

123 Main Street, Shakopee, MN, USA

Street address

123 Main Street

Apt, suite, etc (optional)

\* Email

testemail@gmail.com

\* Phone

555-555-5555



This process is powered by Onboarded. By tapping 'Next' you're agreeing to their [Terms of Use](#) and [Privacy Policy](#) and consent to using electronic signatures.

Save & Next >

7 updates

Once an applicant has completed their registration, an employee record will be created in your system and will be added as a Candidate to the respective job order (if applying through the Job Board):

3M SOLUTIONS INC - Primary (4295090608)  
Data Entry: 2 of 3 positions filled

Active Reports Unfilled Tasks Sync To Sense Bookmark More

Bookmarks VISIFILE DETAILS SYSTEMIQ CANDIDATES CANDIDATE MATCHING DOCUMENTS MESSAGES CUSTOM DATA ASSIGNMENTS DF:JOB ORDER SEARCH AND MATCH

Recent History

Filter by status  
Look up a status by name...

+ ADD NEW CANDIDATE

8 results

|                          | Employee                                                                                                                    | Resume                                                                            | Email Address          | Primary Phone  | Status     | Interest Code M... | Submitted By          | Date Job Receipt Email Queued | Job Receipt Email Queu...                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------|----------------|------------|--------------------|-----------------------|-------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> |  Dan Galt<br>Disqual on Feb 5, 2019        |                                                                                   |                        |                | Disqual    | 0%                 | hosteval29 hosteval29 |                               |  |
| <input type="checkbox"/> |  Greg Nicoletti<br>Placed on Feb 5, 2019   |  |                        |                | Placed     | 0%                 | hosteval29 hosteval29 |                               |  |
| <input type="checkbox"/> |  Wendy Tice<br>Candidate on Feb 5, 2015    |                                                                                   |                        |                | Candidate  | 0%                 | hosteval29 hosteval29 |                               |  |
| <input type="checkbox"/> |  Luis Rivera<br>Candidate on Feb 5, 2015   |  |                        |                | Candidate  | 0%                 | hosteval29 hosteval29 |                               |  |
| <input type="checkbox"/> |  Erik Buggles<br>Candidate on Feb 5, 2015  |                                                                                   |                        |                | Candidate  | 0%                 | hosteval29 hosteval29 |                               |  |
| <input type="checkbox"/> |  Joshua Kramer<br>WCandidate on Aug 19, 2  |  | joshua.kramer@tem...   | (651) 295-1302 | WCandidate | 0%                 |                       |                               |  |
| <input type="checkbox"/> |  John Smith<br>WCandidate on Sep 11, 2     |                                                                                   | John.Smith@gmail.co... | (722) 222-2222 | WCandidate | 0%                 |                       |                               |  |
| <input type="checkbox"/> |  Nick Miller<br>WCandidate on Jun 9, 20... |  | nickmiller@yahoo.com   | (651) 230-1452 | WCandidate | 0%                 |                       | June 9th 2026 11:22 AM        |  |

# Completing the Employee Action (Application)

Once the applicant is ready to be placed on the job, they can be assigned an Action that contains all of the forms that will need to be completed in preparation to begin work. These forms can include state/federal forms, a company handbook, safety quiz, background check, direct deposit, etc.

**\*Note\*** For more information on assigning Actions, please see the article titled [Onboarding - The Service Rep's Process](#).

Once the applicant is provided their Action link, they will be navigated directly to the Onboarding Portal to complete their assigned forms:

## Employment Eligibility Verification [Standard I-9]

**Complete Your Form I-9**

Completing the Form I-9 is required by the U.S. government to verify your work eligibility in the United States. This process involves confirming your personal details and providing identification documents. You and your employer will then review the documents together to confirm their authenticity. [More info.](#)

**\* Legal First Name**

Joshua



Legal Middle Name (if any)

**\* Legal Last Name**

Kramer

**\*Note\*** The progress bar at the top of the window indicates what step of the application the employee is completing:

Once all of the steps within the application have been completed, the employee will be navigated to the "Tasks Summary" screen, indicating that all tasks have been completed:

## Tasks Summary

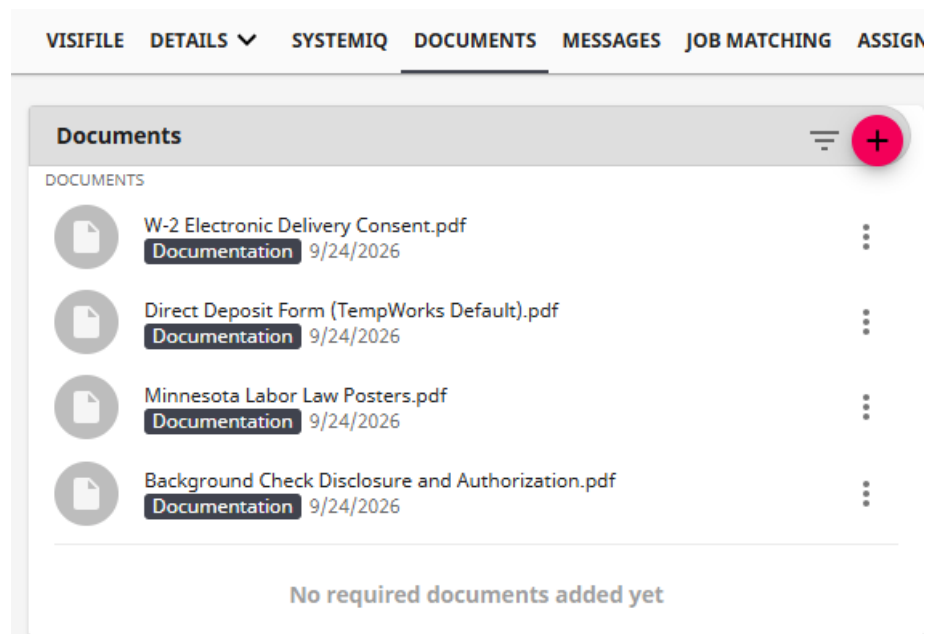
5 of 5 completed

|                                                    |           |
|----------------------------------------------------|-----------|
| Background Check Disclosure and Authorization      | Completed |
| Employment Eligibility Verification [Standard I-9] | Completed |
| Minnesota Labor Law Posters                        | Completed |
| Direct Deposit Form (TempWorks Default)            | Completed |
| W-2 Electronic Delivery Consent                    | Completed |

The employee action is now complete, and they are able to close their web browser window.

**\*Note\*** When an employee has completed their action, they will no longer be able to edit or change their options unless your recruiter unlocks the application and requests a change.

Forms that had been signed by the employee will be added as PDF's within the Documents of their respective employee record:



**\*Note\*** Additional forms can be assigned to employees via the creation of an Action.

For more information on assigning Actions, please see the article titled [Onboarding - The Service Rep's Process](#).

## Related Articles