GETTING STARTED CHECKLIST: ✓
Talent Tasks & Talent Module Profile

This checklist will walk you through the steps to getting started with Talent Tasks and the Talent Module profile updating as a part of the Avionté's Paperless Mobile Onboarding solution.

TALENT TASKS

☐ ### 1. Log into the Recruiter Module to Get Started!

Type in your URL to any browser you choose. Your URL is structured with your three-letter Avionté company code: aviontecompanycode.avionte.com. (If you haven't logged into the Recruiter Module before, contact your Strategic Account Executive or Project Manager for help). Enter your username and password and you should be automatically directed to the Talent section of the Recruiter Module. If you are interested in integration Talent Tasks, i.e. E-Signature Documents powered by Adobe Sign, IBM Kenexa Assess on Cloud, and E-Verify there is an additional step under Admin > Integrations.

Please reference the Adobe Sign checklist , this support article for Assess on Cloud and this checklist for E-Verify. If you are setting up Essential StaffCARE, you should follow this checklist.

☐ ### 2. Set Up Permissions in Admin > Permissions

Admin > Permissions: To access the Permissions area, the user needs to be a super user. If no set up is complete, you will want to make sure you're speaking with a super user. A super user can give Permissions to all areas in Admin to any other users.

- **Talent Tasks**: Email Management, Talent Module Settings, Global Settings, and Talent Confidential Information need to be permissioned to the proper users so they can fully set up and use Talent Tasks and Packets.

☐ ### 3. Set Up Email Templates in Admin > Email Templates

Admin > Email Templates: Click on the Admin section and navigate to Email Templates on the right-hand menu. This is where you'll set up email templates that talent will receive after a recruiter sends out various Talent Tasks. If you are setting up **E-Signature Documents powered by Adobe Sign** as a Talent Task, please refer to this checklist as well.

4. Toggle ON Talent Tasks in Admin > Talent Module Settings > Onboarding

Admin > Talent Module Settings > Onboarding: Navigate to Talent Module Settings and then select "Onboarding" from the three tabs. This is where you'll turn ON the Talent Tasks you want your recruiters to use. In order to send out specific Talent Tasks, they must be toggled ON.

5. Configure Packets in Admin > Talent Module Settings > Packets

Admin > Talent Module Settings > Packets: If you want to use Packets as a quick and easy way to send out multiple Talent Tasks at once, navigate to the Packets tab within Talent Module Settings. This is where you'll set up various Packets of Talent Tasks to send out for completion i.e. New Hire Packet, Re-hire Packet, etc.

6. Configure Direct Deposit Business Rules in Admin > Global Settings

Admin > Global Settings: This area needs to be set up in order to utilize the Direct Deposit Talent Task. Here, you can configure business rules, including whether or not you want to require Direct Deposit and the number of Direct Deposit accounts you want to allow. You can set to zero all the way up to a max of 10. If you set Direct Deposit as required, this means the talent will see Direct Deposit as a notification on their profile until the Direct Deposit is correctly set up.

7. Configure Permissions in Admin > Permissions > Talent Confidential Information

Admin > Permissions > Talent Confidential Information: There will be a new tab view on the Talent Profile in the Talent section of the Recruiter Module called "Confidential information". This will provide your users access to a Confidential tab on the Talent Profile, providing access to see information such as Direct Deposit, EEO and Criminal History. You must provide permissions to those who need access this information.

TALENT MODULE PROFILE

If you would like to also give your talent access to update and manage certain information on their own profile separate of a Talent Task you can do this by:

1. Toggle ON Profile Access in Admin > Talent Module Settings > General Settings

Admin > Talent Module Settings > General Settings: Here you will see the profile page options that can be toggled ON. To allow talent to update this information, they must be toggled ON. This includes Personal Information, Resume, Education, Professional Experience, Competencies and Direct Deposit.

*You now can give talent access to manage their own Direct Deposit information based on your Global Settings without needing to request it as a Task to update.