



Employee Dashboard – Delt Mini Guide

Employee Dashboard – Delt Social Hub

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Overview

Social Onboarding is presented to employees via the Social Hub Dashboard, which is available to All Delt Employees, when they first log into CoreHR.

1. Delt Social Hub

The Social Hub page gives employees access to the following information.

1.1.1 Information Header

Employees Name and Position
Tasks Outstanding
Employee Start Date



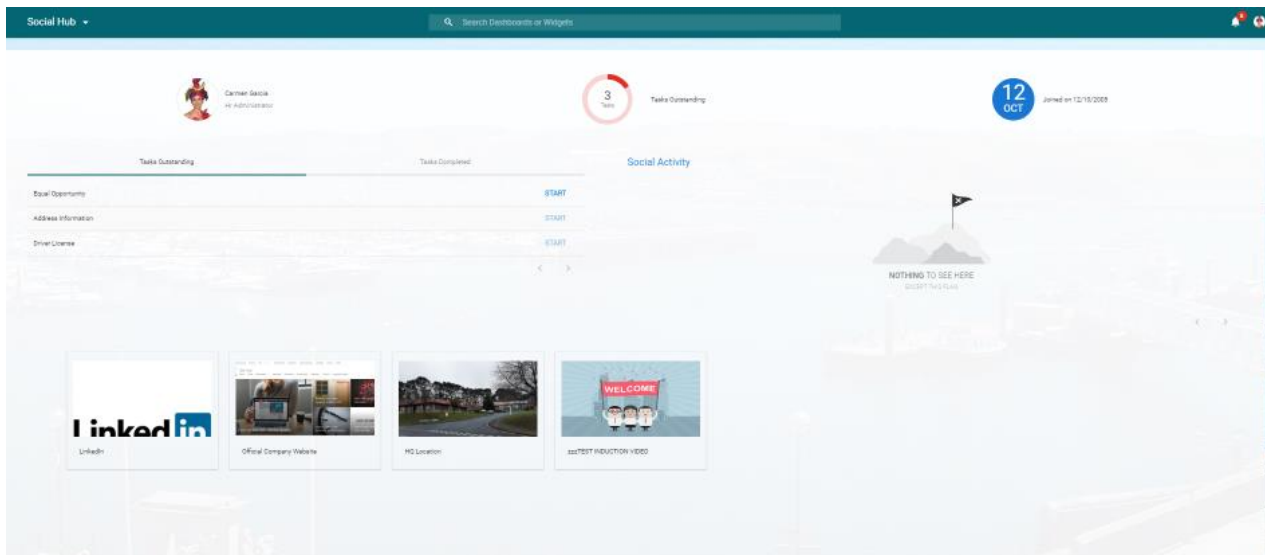
1.1.2 Tasks Outstanding/Tasks Completed – How to complete.

Tasks are set by Delt, and each employee needs to complete their outstanding tasks. Once task have been completed, they will move from the 'Tasks Outstanding' into the 'Tasks Completed'.

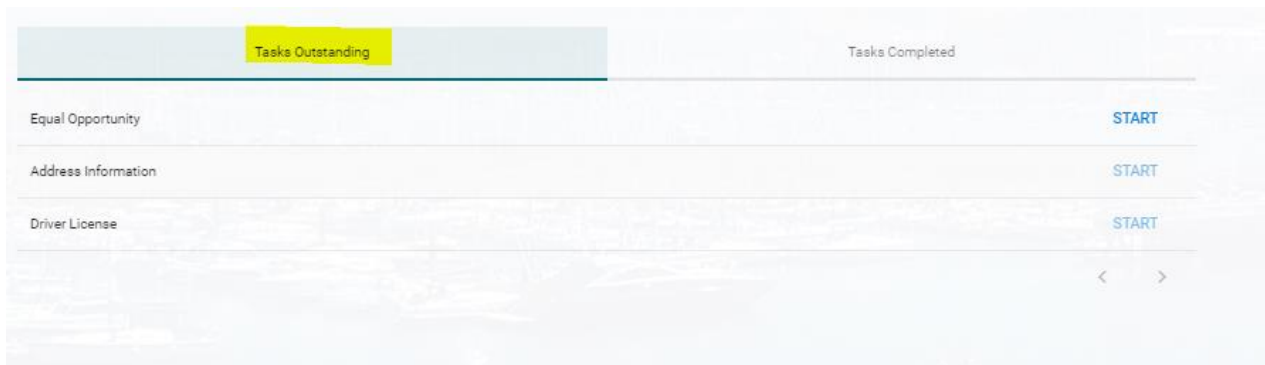
Tasks Outstanding	Tasks Completed
Update Address	START
Check us out on Twitter!	START
Provide Certificate of Sponsorship Details	START
Your Bio	START

1.1.3 Tasks Outstanding/Tasks Completed – How to complete.

- Delt Employee logs into the Employee Dashboard, the Social Hub page will appear. If your social hub page does not appear on log in and you have been advised by HR to view your Social Hub page you can simply search for this in the search field.



- Employee to complete the Tasks Outstanding mandatory checklists.
- Click on Tasks Outstanding>Start>you will be taken to the form you have selected.
- Enter the relevant details.
- Click the Complete Button



- When the task is completed, the Task will move into the 'Task Completed' section.
- Simply repeat the process until all the Tasks Outstanding have been completed.

1.1.4 Content Pages

The Content Pages contain a link to LinkedIn & Delt Official Company Website. Simply click on the images to take you to the webpage. There is also a link to a welcome message from our Chief Executive.

