

# Welcome to the Schwan's Onboarding Portal!!

We are making your onboarding experience easy for you. Here are some tips and tricks on how to use the Schwan's On-boarding Portal to jump start your employment with Schwan's!!

## **What is the Onboarding Portal?**

The portal is a place where new employees are presented with information on what it means to be an employee of our company. Through the portal, you will have access to information to learn more about our company, culture, and values. As a new employee, you will be expected to complete tasks assigned to you in the onboarding portal.

## **How do I log-in the Onboarding Portal?**

You received an invitation to visit the Schwan's onboarding portal in your Welcome email that included your username. Your password will be the same as you used when applying to your current position in our recruitment system. If you cannot remember your pass code, click the "Remember Pass code Link" to retrieve your pass code.

## **Do I need to take any action now in the Portal?**

Yes! Please log-on to the portal right away to learn more about our company and receive a welcome message from our CEO! You will also have tasks that need to be completed prior to your first day with the company.

## **What will I see in the Portal?**

You'll see a variety of tasks assigned to you for completion. Please click each task name, enter the requested data, and click the Submit button to save your information. Some of the tasks ask for you to open and review a policy document. These documents will require Adobe Reader. If you do not have Adobe Reader, you can download a FREE version by clicking this link <http://www.downloadjive.com/read/>.

## **Who do I contact if I have questions?**

Please contact your recruiter if you have questions regarding your employment offer.