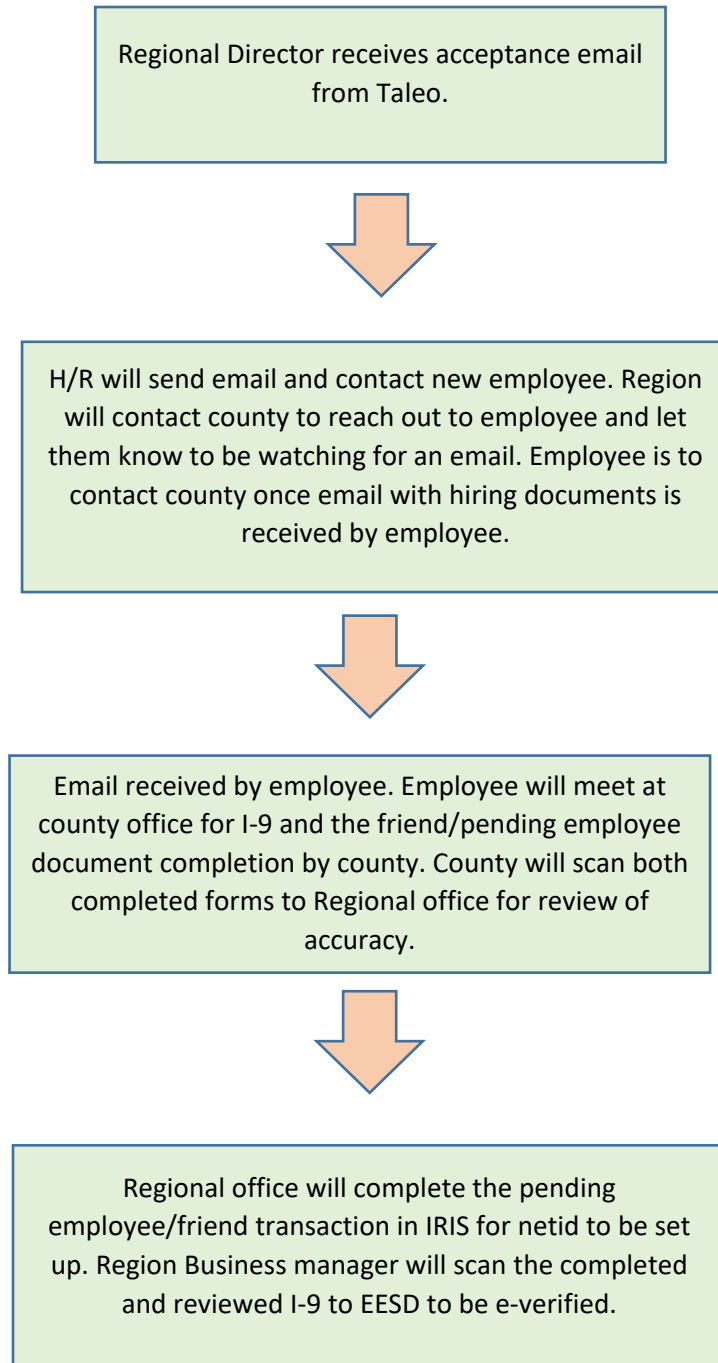


Process once the applicant has accepted the offer in Taleo



When Systems H/R contacts the employee the following assistance will be offered.

1. To attend 3 zoom sessions of orientation. These session will be held twice a month.
 - a. Welcome, perks and discounts of a UT Employee
 - b. Insurance Assistance
 - c. Retirement Assistance
2. Assistance with paperwork sent in email.
3. A 30, 60 and 90 day follow-up with the employee to see if they need anything.
4. A general e-mail will be set up for documents to be mailed directly to Human Resources.