

Introduction

The SP HR Portal by SP Marketplace is a self-service portal where HR customers (employees) can access important HR department news and announcements, a knowledgebase, HR documents and easily find other resources that the HR group wishes to present.

HR Portal – End User

A. Access HR Information

- **A1.** See the **HR News, HR Events, and HR Announcements** sections for recent information
- **A2.** Click the **Document Center** tile to access important HR documents
- **A3.** Click the **Knowledgebase** tile to access important HR documents

B. Access HR Reviews Application

Click the **Reviews** tile to access the HR Reviews application if your company is using this SP Marketplace product. Use this application to:

- See your own review schedule/ratings
- See your employees review schedules and ratings (managers only)
- Manage the reviews process at your company (HR Staff only)

C. Access HR Policies Application

Click the **Policies** tile to access the HR Policy Management application if your company is using this SP Marketplace product. Use this application to:

- See company polices awaiting your acknowledgement
- See your employees policy acknowledgements (managers only)
- Manage company policies, policy review cycles and policy acknowledgements (HR Staff only)

D. Access HR Onboarding Application

Click the **Onboarding** tile to access the HR Onboarding Application if your company is

using this SP Marketplace product. Use this application to:

- See onboarding tasks assigned to you
- See onboarding tasks assigned to your employees (managers only)
- Manage the onboarding process at your company (HR Staff only)

E. Access HR Hiring Application

Click the **Hiring** tile to access the HR Hiring Application if your company is using this SP Marketplace product. Use this application to:

- See the interviews you need to conduct, submit interview feedback, and access open requisitions and hiring policies
- Manage requisitions, applicants, resumes, candidates and interviews (managers only)
- Manage the entire hiring process at your company (HR Staff only)



A1. HR New, Events, Announcements

A2. Document Center

A3. Knowledgebase

B. HR Reviews Application

C. HR Policies Application

D. HR Onboarding Application

E. HR Hiring Application