

What's Next?

Version 2

Published 10/14/2022 by [Michelle Stocking](#) Last updated 10/14/2022 8:02 PM by [Michelle Stocking](#)

- Within 5 days of the offer being signed by all parties, your new hire will be added to PeopleSoft which will trigger a welcome email to be sent to the employee (you as a hiring manager will also receive this email). This will be used to set up the employee's My Seneca Access. [Click Here to view a sample of this email.](#)
- If this email has not been received within this time frame, please contact your [dedicated Talent Acquisition Coordinator](#).

Please note, that the following information has already been shared with the employee in their offer letter:

- [First steps for new employees](#)
- Mandatory Training
- Parking Information