

New Starters - Process - Please Save this Process

Price,D,David,G C <david.price@ee.co.uk>

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To:Saif,Z,Zeeshan,G C <zeeshan.saif@ee.co.uk>;Khan,A,Ashan,G C <ashan.khan@ee.co.uk>;Walker-Ebbatson,L,Lisa,G C <lisa.2.walker-ebbatson@ee.co.uk>;Landall,M,Matthew,G C <matthew.landall@ee.co.uk>;Maxwell,S,Sally,G C <sally.maxwell@ee.co.uk>;Blas Rodriguez,H,Hernan,G C <hernan.blasrodriguez@ee.co.uk>;Hussain,F,Fasl,G C <fasl.hussain@ee.co.uk>;Young,K,Kelly,G C <kelly.3.young@ee.co.uk>;Jenkins,H,Hayley,G C <hayley.thomas@ee.co.uk>;Cunningham,H,Harry,G C <harry.2.cunningham@ee.co.uk>;Lee,J,Jonathon,G C <jonathon.lee@ee.co.uk>;Wright,K,Kimberly,G C <kimberly.wright@ee.co.uk>;FMB Selby.4632 G <selby.4632@ee.co.uk>;FMB castleford.r048 G <castleford.r048@ee.co.uk>;FMB dewsbury.r076 G <dewsbury.r076@ee.co.uk>;FMB goole.r070 G <goole.r070@ee.co.uk>;FMB Halifax.r042 G <halifax.r042@ee.co.uk>;FMB leeds.crossgates.r008 G <leeds.crossgates.r008@ee.co.uk>;FMB Leeds.The.Springs.4665 G <leeds.the.springs.4665@ee.co.uk>;FMB Pontefract.r035 G <pontefract.r035@ee.co.uk>;Cc:Metcalfe,A,Alison,G C <alison.metcalfe@ee.co.uk>;Family,M,Masih,G C <masih.family@ee.co.uk>;Siufi,J,Javad,G C <javad.siufi@ee.co.uk>;Turnbull,A,Aiden,G C <aiden.thomas@ee.co.uk>

Hi All,

Now that Hannah has departed the company, I wanted to inform you how we will take the onboarding process.

here is a quick step by step:

1. Managers identifies they need a new staff member, lease with Aiden on this.
2. Email David with the Details so an advert can be listed
3. David will send over candidates 1 week after the initial advert was listed
4. Managers Conduct first stage Interviews.
5. Manager selects candidates to hire, discuss with David regarding the candidate, if needed schedule a Second interview
6. Candidate selected, Manager requests the correct onboarding documents from candidate, (Passport or Birth Certificate, DBS Check, P45, NI Details, Bank Details) (If no P45 you **MUST** get a [HMRC](#) form printed and filled out from them.
7. All Documents emailed to (David.price@ee.co.uk and CC alison.metcalfe@ee.co.uk) along with completing the following [Onboarding Form](#)

After the above has been completed Bright HR will be set up for you and EE Logins will be requested for you, you will also receive a copy of the Contract within 48 hours pre filled in so all you have to do is print and get the candidate to sign, once signed you **MUST** upload to Bright HR.

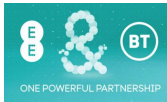
Once EE System Access has been granted this will be issued to them by myself once they are signed off from the Initial training.

Once you Receive the Employees UIN/EIN you must complete a [Uniform Request](#)

All in house EE mandatory documentation is completed by Managers during Candidates Induction.

A new onboarding training plan is being created and will also be sent out in the coming weeks.

Kind Regards



David Price
Regional Commercial Manager,

Family connect Ltd.

An EE Limited Franchise

Familyconnectgroup.co.uk