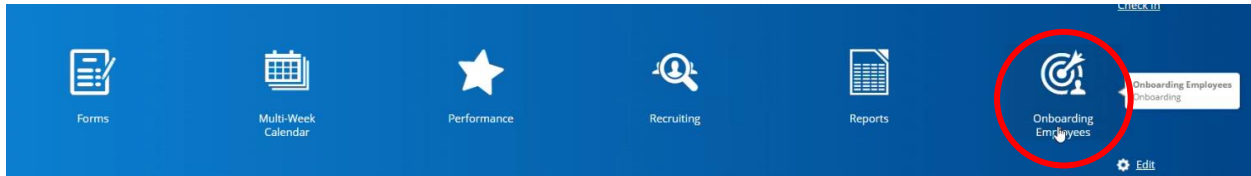


## ONBOARDING PROCESS - MANAGERS

To check on the onboarding progress of your new employees, log into EV People with your Manager role and select Onboarding Employees from the homepage:



When presented with your list of employees, click on the relevant employee's name to view their onboarding status. In Onboarding Forms, you will be able to monitor the completion of the forms that the onboarding employee completes and can support with ensuring the employee completes these forms in time for payroll submissions.

Meet Your Team   Onboarding Forms   **Employee Tasklist**   Manager Checklist

▼ Name and Marital Status

| Task                               | Due Date   | Due     | Status    |
|------------------------------------|------------|---------|-----------|
| Onboarding Name and Marital Status | 19/01/2023 | -7 Days | Completed |

▼ Address Details

| Task                        | Due Date   | Due     | Status   |
|-----------------------------|------------|---------|----------|
| New Starter Address Details | 19/01/2023 | -7 Days | Past Due |

On the next tab, you can see the progress of the Employee Checklists relevant to the new starter, and can work with the employee to ensure the checklist is completed.

Meet Your Team   Onboarding Forms   **Employee Tasklist**   Manager Checklist

+ Add Tasklist

▼ On your first day

| Completed                | Not applicable           | Task  | Due Date   | Due    | Status      | Last Modified By | Last Modified | Attachments   |
|--------------------------|--------------------------|---|------------|--------|-------------|------------------|---------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have everything you need to get set up in your role? | 26/01/2023 | 0 Days | Not Started |                  |               | No attachment |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you met your new team?                                 | 26/01/2023 | 0 Days | Not Started |                  |               | No attachment |

Finally, on the last tab, you'll find the Manager checklist, which covers all the initial actions you need to complete for your employee prior to them joining, and with the employee on their first day and during their probationary period.

▼ Before your new colleague joins the team

| Completed                           | Not applicable           | Task   | Due Date   | Due     | Status      | Last Modified By | Last Modified | Description     | Attachments   |
|-------------------------------------|--------------------------|--|------------|---------|-------------|------------------|---------------|-----------------|---------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All IT equipment and access has been ordered | 19/01/2023 | -7 Days | ✔ Completed |                  |               | No description. | No attachment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Create induction plan                        | 19/01/2023 | -7 Days | ✔ Completed |                  |               | No description. | No attachment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Announce appointment to the existing team    | 19/01/2023 | -7 Days | ✔ Completed |                  |               | No description. | No attachment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Arrange for week one 'buddy'                 | 19/01/2023 | -7 Days | ✔ Completed |                  |               | No description. | No attachment |

▼ Day One Priorities

| Completed                | Not applicable           | Task   | Due Date   | Due    | Status          | Last Modified By | Last Modified | Description     | Attachments   |
|--------------------------|--------------------------|--|------------|--------|-----------------|------------------|---------------|-----------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Send Welcome message and new joiner communications         | 26/01/2023 | 0 Days | ❗ Not Completed |                  |               | No description. | No attachment |
| <input type="checkbox"/> | <input type="checkbox"/> | New joiner tour of site completed                          | 26/01/2023 | 0 Days | ❗ Not Completed |                  |               | No description. | No attachment |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure new joiner has required IT equipment and can access | 26/01/2023 | 0 Days | ❗ Not Completed |                  |               | No description. | No attachment |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduce new joiner to 'buddy'                            | 26/01/2023 | 0 Days | ❗ Not Completed |                  |               | No description. | No attachment |

▼ Check in with your recently joined colleague

| Completed                | Not applicable           | Task  | Due Date   | Due     | Status          | Last Modified By | Last Modified | Description     | Attachments   |
|--------------------------|--------------------------|---|------------|---------|-----------------|------------------|---------------|-----------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Have check-in's taken place?                              | 16/02/2023 | 21 Days | ❗ Not Completed |                  |               | No description. | No attachment |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you scheduled the probationary period review meeting | 16/02/2023 | 21 Days | ❗ Not Completed |                  |               | No description. | No attachment |
| <input type="checkbox"/> | <input type="checkbox"/> | Seek onboarding feedback from new joiner                  | 16/02/2023 | 21 Days | ❗ Not Completed |                  |               | No description. | No attachment |

Once all points have been actioned, the onboarding process on EV People will be complete.