

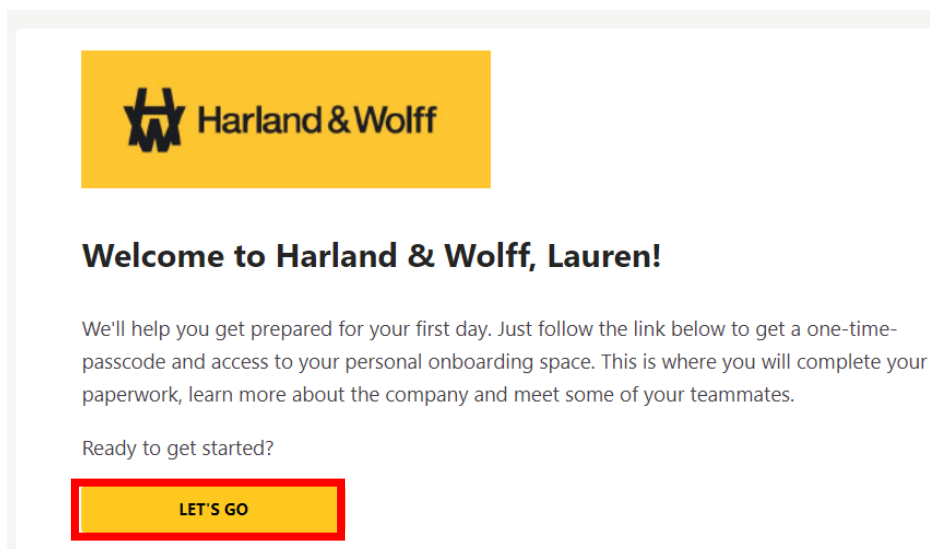
User Guide

How to Complete Your Onboarding Tasks v1.0

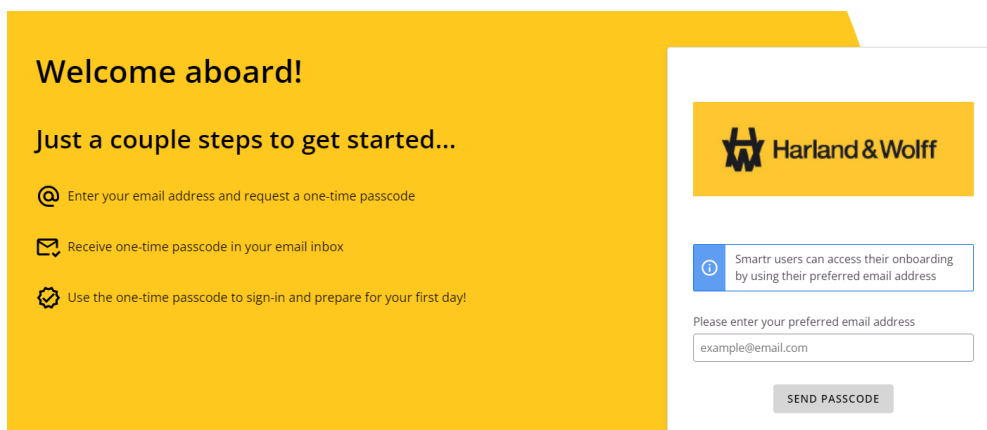
How to Complete Your Onboarding Tasks:

Now that your contract of employment has been signed it is now time to start your onboarding tasks that need to be completed before your Start Date at Harldn & Wolff. These can be done on a Laptop/Computer and also on your Mobile Phone.

Firstly you will receive an email like below welcoming you to Harldn & Wolff. To begin, click "Lets Go" highlighted above.



The following webpage will appear



Please enter your email address in the box shown below and then click send passcode.

You will then receive an email with a one time passcode, This is to ensure it is only yourself that can access your onboarding activities, the email will look like the below



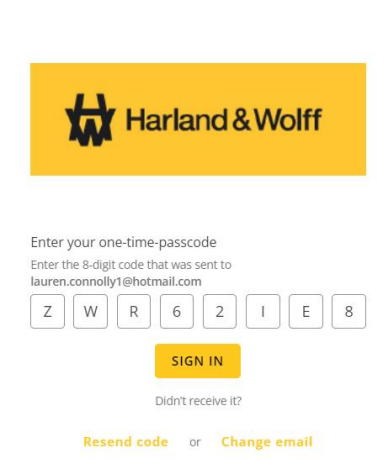
Your one-time-passcode

Hi, here is your one-time-passcode. It will expire after 10 minutes.

Z W R 6 2 I E 8

Best regards,
Onboarding Team at Harland & Wolff

You can type the passcode into the web page, shown below or you can simply copy and paste it in.



The screenshot shows the Harland & Wolff logo at the top. Below it, the text reads: "Enter your one-time-passcode" and "Enter the 8-digit code that was sent to lauren.connolly1@hotmail.com". The passcode "ZWR62IE8" is entered into eight individual input boxes. Below the input boxes is a yellow "SIGN IN" button. Underneath the button, it says "Didn't receive it?". At the bottom, there are two links: "Resend code" and "Change email".


Once the passcode has been entered simply click the "Sign In" button.

The onboarding portal will then open:

Welcome, Lauren! We're excited to see you in 21 days!

Your onboarding activities will be added below as they become available. You can revisit resources, update your profile and monitor your progress.

You have onboarding activities waiting, let's get started! 

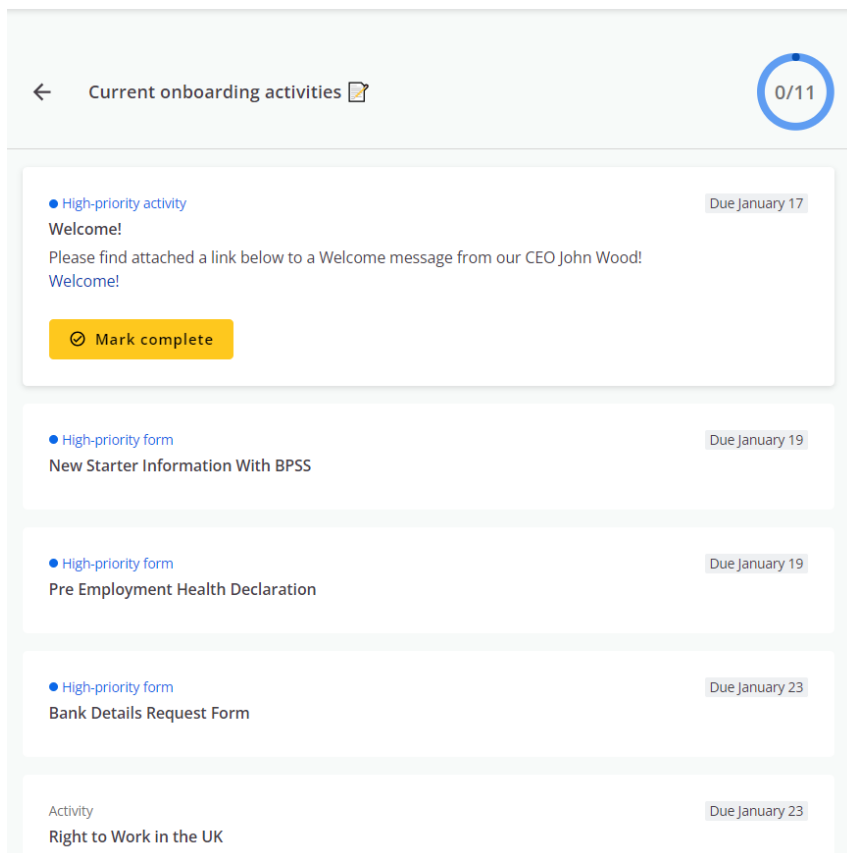
 11 items available


LET'S GO



This screen shows you the amount of days it is until your start date. Please be advised if you have not yet agreed a start date, this will show how many days it is until your rough estimate of a start date depending on your notice period. It also shows you how many Activities you have in the highlighted circle above.

To begin, click the "Lets Go" button. The following page will then Open.



← Current onboarding activities  0/11

- High-priority activity Due January 17
Welcome!
Please find attached a link below to a Welcome message from our CEO John Wood!
Welcome!
[Mark complete](#)
- High-priority form Due January 19
New Starter Information With BPSS
- High-priority form Due January 19
Pre Employment Health Declaration
- High-priority form Due January 23
Bank Details Request Form
- Activity Due January 23
Right to Work in the UK

Your onboarding tasks are split into 2 different types

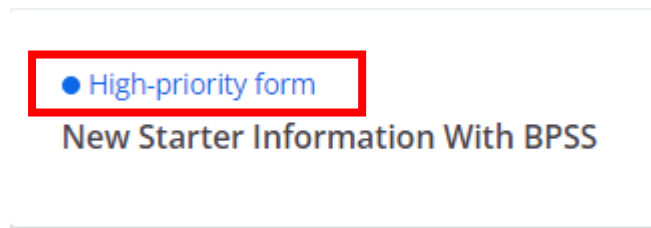
1. Activities
2. Forms

Each Task will show you what it is and when the due date for that task is, like below



The screenshot shows two task cards. The first card is for an 'Activity' titled 'HMRC Checklist' with a due date of 'Due January 23'. The second card is for a 'Form' titled 'Privacy Statement' with a due date of 'Due January 23'. Red boxes highlight the category labels and the due dates in both cards.

Some tasks will show as High Priority, which should be done as soon as possible, like below



The screenshot shows a single task card for a 'High-priority form' titled 'New Starter Information With BPSS'. A red box highlights the 'High-priority form' label.

Activities:

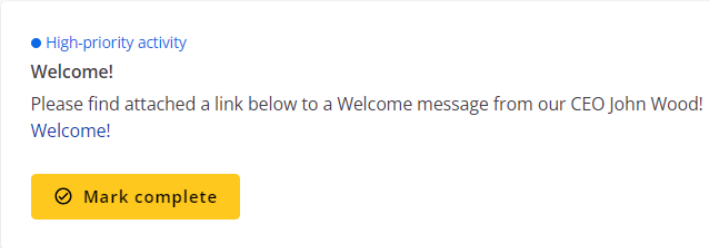
Activities to be completed could be things such as the following:

- Watch a video
- Read a Document
- Upload a document (ex: Passport, education certificates)

Each of our tasks will have a description on what is required and what each activity is for/why we require it.

Please see below some examples of our activities.

Example 1:



● High-priority activity

Welcome!

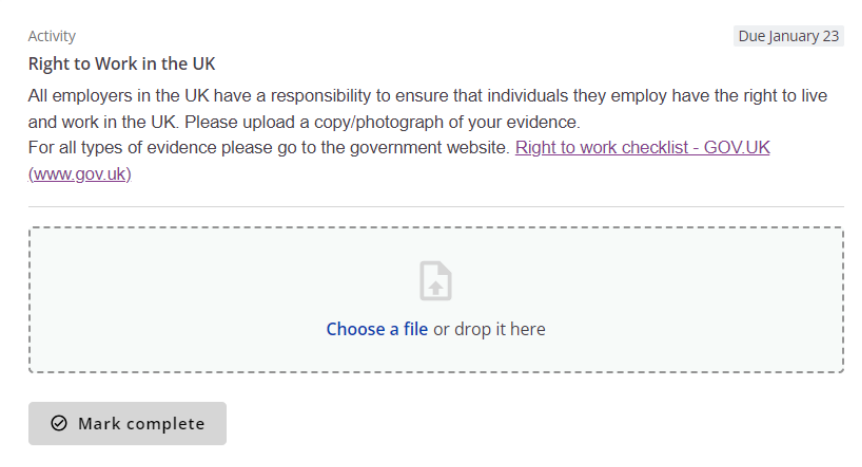
Please find attached a link below to a Welcome message from our CEO John Wood!

Welcome!

☑ Mark complete

This activity requires you to read a document. To do this simply click the blue “Welcome” link as stated in the description and the document will open. Once you have completed this activity you simply click the “Mark as Complete” button.

Example 2:



Activity Due January 23

Right to Work in the UK

All employers in the UK have a responsibility to ensure that individuals they employ have the right to live and work in the UK. Please upload a copy/photograph of your evidence.

For all types of evidence please go to the government website. [Right to work checklist - GOV.UK \(www.gov.uk\)](#)

Choose a file or drop it here

☑ Mark complete

This activity requires you to upload a document. All employees must provide evidence of their right to work in the UK, therefore we ask that you upload a copy of your ID documents, eg your passport. To do this you can simply click “Choose a File” and select the document from your computer/laptop or you can simply drag and drop it into the box.

Once you have completed this activity you simply click the “Mark as Complete” button.

Forms:

A few of your tasks will be forms that need to be completed, this in order for us to gather the required personal information we need from yourself in order for us to organise everything we need to start your employment with Harland & Wolff.

An example of how to complete a form is shown below:

● High-priority form Due January 19

Pre Employment Health Declaration

Please read the following before completing this questionnaire

This form will be used by the Occupational Health Adviser to assess your capability and safety for employment to identify any disabilities that may affect safety or work performance, and to advise the employer about reasonable adjustments if necessary. The information will be treated in strict medical confidence and in accordance with the Data Protection Act 1998.

If medical reports are required from the GP or specialist this will only be obtained with your written consent


In signing this questionnaire you confirm that all the information provided is true to the best of your knowledge. You also accept that in the event of being employed, and it is subsequently shown that the relevant medical information has not been disclosed by you, or is deliberately misleading or false, your ongoing employment situation will be considered in line with Harland & Wolff's Disciplinary Policy

Please complete all questions. Failure to complete all sections fully may result in a delay in the confirmation of your employment

[✍ Fill form](#)

To start filling in a form simply click the “Fill Form” button highlighted above. The form will then appear

Pre Employment Health Declaration



Pre-Employment Health Questionnaire

Please read the following before completing this questionnaire

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If medical reports are required from the GP or specialist this will only be obtained with your written consent

In signing this questionnaire you confirm that all the information provided is true to the best of your knowledge. You also accept that in the event of being employed, and it is subsequently shown that the relevant medical information has not been disclosed by you, or is deliberately misleading or false, your ongoing employment situation will be considered in line with Harland & Wolff's Disciplinary Policy

Please complete all questions. Failure to complete all sections fully may result in a delay in the confirmation of your employment

[SIGN FORM](#)

As you scroll down the page you will see fields that are required to be filled in.

SECTION 1 - TO BE COMPLETED BY APPLICANT

Personal Details

Name		Date of Birth	
Telephone Number		Email Address	
Home Address			

Enter previous employment (including dates) which provides our OH function with context about your working background

Employer	Job	Dates

To enter your information simply click on each box and type in the correct information.

Some forms may require them to be signed by yourself at the end of the document. Any forms that need signed will show the following

Name:

Signature: Date:

The above signature and date will automatically populate when you submit the form

To complete the signature please type your full name into the “Name” box, you don’t need to enter any information in the other 2 boxes.. Once you have done this please ensure you double check the completed form in order to ensure all the information is correct.

Once you have checked all the necessary information is completed and correct you will see the following button



Completed Tasks:

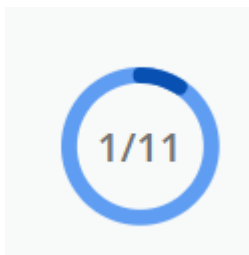
Once you complete any of the tasks they will move to the bottom of the screen and the next task to be completed will move to the top. The completed ones will show a green done sign like below.

● High-priority form

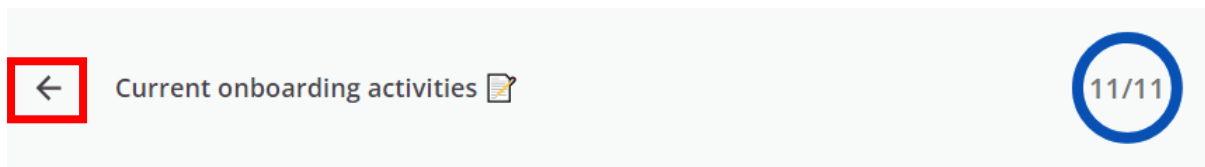
Pre Employment Health Declaration

✓ Done

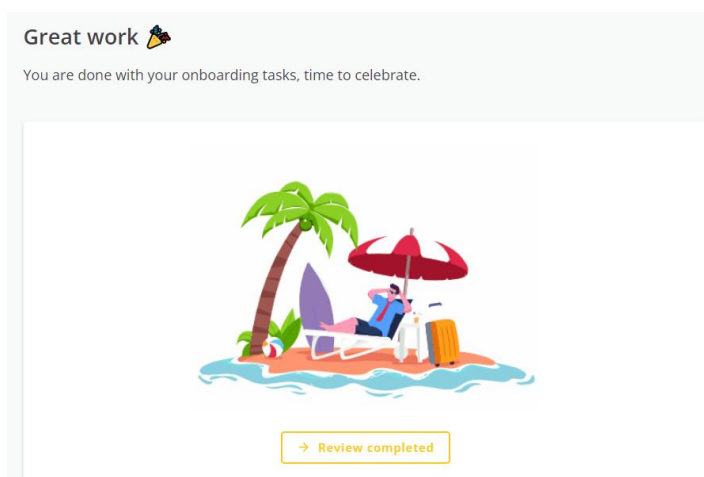
You will also see the number of task to be completed in the circle on the top right of the screen will now have gone up, showing how many are completed verse how many there is left to do



Once all of your tasks have been completed the top of the screen will look like the below



You can then click the arrow highlighted and this will take you back to the home screen on the onboarding portal which will look like the below



That is your online onboarding tasks completed.

If at any point during this process you need advice or guidance, please do not hesitate to get in touch with us at hrsharedservices@harland-wolff.com