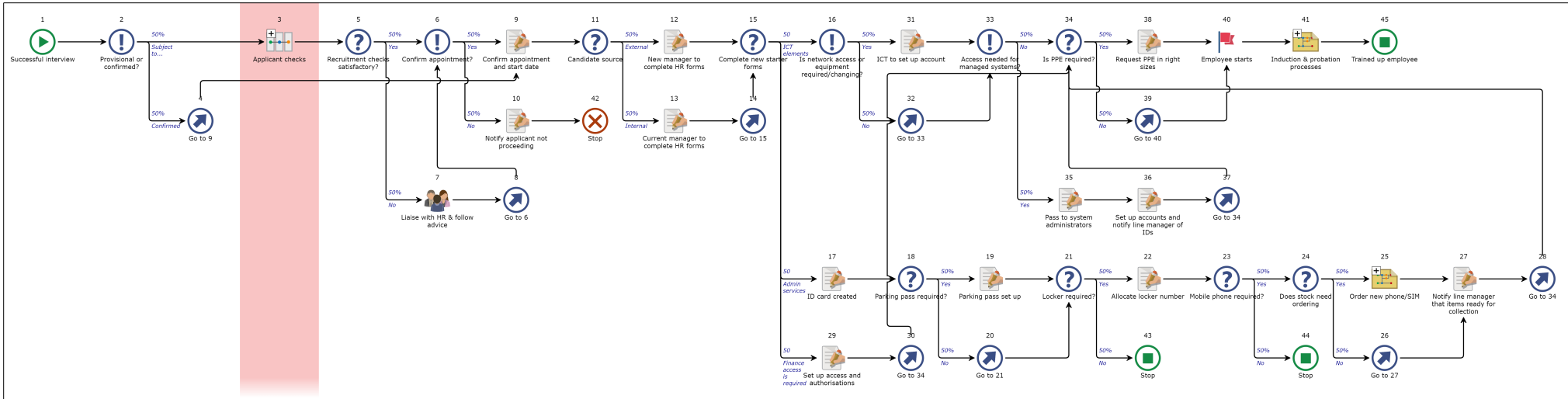

1
Successful interview
2
Provisional or confirmed?
50%
Subject to...
50%
Confirmed
4
Go to 9
3
Applicant checks
5
Recruitment checks satisfactory?
50%
Yes
6
Confirm appointment?
50%
Yes
9
Confirm appointment and start date
50%
No
10
Notify applicant not proceeding
42
Stop
50%
No
7
Liaise with HR & follow advice
8
Go to 6
11
Candidate source
50%
External
12
New manager to complete HR forms
50%
Internal
13
Current manager to complete HR forms
14
Go to 15
15
Complete new starter forms
50
ICT elements
16
Is network access or equipment required/changing?
50%
Yes
31
ICT to set up account
50%
No
32
Go to 33
33
Access needed for managed systems?
50%
No
34
Is PPE required?
50%
Yes
38
Request PPE in right sizes
40
Employee starts
41
Induction & probation processes
45
Trained up employee
50%
No
39
Go to 40
50%
Yes
35
Pass to system administrators
36
Set up accounts and notify line manager of IDs
37
Go to 34
50
Admin services
17
ID card created
18
Parking pass required?
50%
Yes
19
Parking pass set up
21
Locker required?
50%
Yes
22
Allocate locker number
23
Mobile phone required?
50%
Yes
24
Does stock need ordering
50%
Yes
25
Order new phone/SIM
27
Notify line manager that items ready for collection
28
Go to 34
50%
No
20
Go to 21
50%
No
43
Stop
50%
No
44
Stop
50%
No
26
Go to 27
50
Finance access is required
29
Set up access and authorisations
30
Go to 34