Non-volume new starter guide

Now you've successfully recruited a candidate for your vacancy, you need to follow the steps below to make sure their on-boarding and induction to Co-op runs smoothly.

MyHR setup

The 'pending worker' process will be completed by the Onboarding Team within 2-3 days of resourcing services confirming your candidate's start date in the system. You'll be notified by email of your new starter's employee number. On the new starters first day they will appear in your 'My Team' view on MyHR.

New starters will receive an email with login details for MyHR in order for them to enter their bank details within their first week of employment – you should stress the importance of this action to make sure your new team member gets paid.

Internal moves

The Onboarding Team will process your internal candidate, updating their assignment details on the MyHR system, this update will complete within 24 hours providing your colleague with an updated colleague profile.

Secondments

Secondments will be processed by the Onboarding team – there will be no action you need to take in MyHR to amend your new joiner's details.

IT setup

Once your new colleague has been added to MyHR by the resourcing team, they will automatically be set with an IT login and email address, normally within one working day. You'll get an email containing their login details and password. Once you've received this, use the HEAT system to request any extra access your new starter will need (shared drives, laptop etc).

Visit the IT service desk homepage to raise HEAT requests for IT kit, software and new starter requests.

Colleague security pass

You'll need to arrange a colleague pass for your new starter ahead of their first day. Please collect and complete a form from reception for your new starter to complete on their first day. You can take them (along with their completed form) to the security office to get their pass between 10am – 3pm each day.

Induction

We've developed a new online version of our Welcome to Co-op induction that will be easily accessible to every new starter across Co-op. This means that all new colleagues, no matter where they work, will have access to the same great content to support them as they start their journey with us. The module lasts approximately 30 minutes and can be accessed through the My Learning system on MyHR. Please allow your new starter time during their first week to do this learning.

Joining details

Remember to get in touch with your new starter the week before they start to answer any last minute questions they may have and give them an overview of what to expect from their first week.

We'd also really encourage you to keep in touch throughout your new starter's notice period, and perhaps invite them to a team social event if you have an opportunity to do so.