

The road to your new Temporary Worker

Due to a new requirement, replacing a leaver or growth in your team, you will need to find your next temporary worker to join your high performing team. This process is a partnership between you and your Hays recruitment team, all working together to provide the best candidate experience possible. Following this roadmap not only protects your brand while positioning BMW Group as the employer of choice in the competitive landscape we operate in, but it also fosters a great culture in your temporary workforce from the moment they are sourced to the moment they step on site.

Start the clock – You initiate a requisition approval in myTMS and include all the details for the recruitment team (BMWGroup@hays.com) to review once approved for them to raise on 3SS for vacancy distribution.

Searching for the perfect candidate – The recruitment team will search our internal, external boards and talent pools for suitable candidates.

Review – Once you have reviewed CVs in 3SS within 48 hours you confirm the candidate(s) you want to proceed to interview whilst providing feedback on those who do not meet the criteria. Providing feedback enables our recruiters to fine tune their search and reject hopeful candidates appropriately.

Make your decision – You provide feedback to the recruitment team within 24 hours of interview taking place.

Second stage interview – If a second stage interview is required, we arrange this immediately. We recommend no more than two interviews to take place.

Onboarding begins – Your successful candidate is sent to our internal onboarding teams based in Leicester, where our Compliance and Candidate Care Teams to ensure your candidate is fully compliant before they start their placement with you. The onboarding process is candidate led and should take anywhere between 5-10 business days due to the intricacy of the detail that is requested and needed to be checked. Your recruitment team will update you, when necessary, on your candidate's onboarding progress.

Confirmation – Once the candidate is confirmed as compliant, your Hays recruitment team will confirm to you that the starter details you provided have been shared with them. Please do not allow your temporary worker onsite until we have confirmed to you that they have been notified of being compliant.

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Briefing call – We will look to arrange briefing within 24 hours of myTMS being received.

Updates – You will receive regular updates from your recruitment team on progress and they will provide market insights and findings where applicable. Matching profiles for your consideration that meet experience, skill set, and D&I requirements will then be submitted to 3SS for you to review. You will receive an email notification that CVs are awaiting in 3SS for your review.

Interviews – Your recruitment team will arrange first stage interviews with you depending on your availability, ideally within 48 hours of shortlisting via 3SS.

Feedback – We communicate the feedback to all candidates, including those who are unsuccessful to ensure they have a positive recruitment journey with BMW Group.

Candidate secured – Consultant contacts the candidate.

Systems – Your onsite Recruitment Partner will set up the candidate in SAP to ensure all IT/System access will be in place prior to the candidate starting.

Hired