








BMW GROUP ONBOARDING GUIDE FOR HIRING MANAGERS

ONCE WE HAVE RECEIVED THE OFFER FOR YOUR ROLE, WE WILL CONFIRM THAT YOUR NEW STARTER HAS ACCEPTED WITH DETAILS OF THEIR ASSIGNMENT

Pay Rate	£00.00 ph/pd (PAYE) £00.00 ph/pd (UMB)
Job Grade	Xx
Starting Grade	Xx
Length of position	Xx months
Proposed start date & time	Monday 00/00/0000 09:00am

Please reply to this email and let us know if any of the above details need to be amended in anyway

To ensure Hays can deliver the best onboarding experience to you and your offered candidate, the following steps need to be taken before they are able to commence their assignment:

	Actions	Owner	Timelines
	PO/Schedule Creation <ol style="list-style-type: none"> 1. Please review the schedule you are sent in 3SS from the Hays Recruitment CoOrdinator, either approving or rejecting (if rejecting please provide commentary as to why). 2. Please raise the Purchase Order using the automated schedule you have received, this should be completed by either the Hiring Manager or Business Adminstrator 	BMW Group BMW Group	Within the next 24hours 2 Weeks prior to expected start date
	Systems Access <ol style="list-style-type: none"> 3. Hays have already set up the individual in SAP 4. You can add your new starters to RightNow to trigger the creation of a Q number 5. Once the Q number arrives, please use the attached instructions to create a user email for your new starter and other access to BMW Group systems - //europe.bmw.corp/WINFs/NFSC-Europe/UK/NFSC-Proj/04_Business_Shared/Process_Guides/Employee_Processes/New_Starter_ZAK.pdf 	Hays BMW Group BMW Group	Action Completed 24 Hours after the SAP creation Same day as receipt of Q Number
	Placement Creation (3SS) <ol style="list-style-type: none"> 6. Following the receipt of your approval, your candidates assignment will become active pending PO in 3SS 	Hays	Latest, 2 week prior to agreed start date
	PO Return <ol style="list-style-type: none"> 7. Once your PO has been approved, please send this to BMWGroup@hays.com with the export of the PDF attached, your candidates placement will then become fully active to enable them to submit timesheets <p>Please note your new starter will not be able to commence their assignment without this being returned</p>	BMW Group	Latest, 3 days before your candidate starts their assignment
	Day 1 Starter Details <ol style="list-style-type: none"> 8. Once the Hays Recruitment CoOrdinator has confirmed via email that your new starter is compliant and ready to start, please us know via email if there are any specific first day instructions that you would like us to pass to them 	BMW Group	Latest, 3 days before your candidate starts their assignment