



BMW GROUP ONBOARDING GUIDE FOR HIRING MANAGERS




ONCE WE HAVE RECEIVED YOUR 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 00/00/2023 9:00am

Please reply to this email and let us know if any of the above detail need to be amended in any way.

To ensure Hays can deliver the best onboarding experience to you and *[insert candidate name]*, 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"> Please review the attached schedule from the Hays Recruitment Co-Ordinator, advise by reply to this email if any amendments are required, and if not, sign and save locally for use later in this process. Please also raise the required PO with the signed schedule as an attachment/quotation. This should be completed by the Hiring Manager or the business administrator if relevant 	BMW Group BMW Group	Within the next 24 hours 2 Weeks prior to the expected start date
	System Access <ol style="list-style-type: none"> Hays have already setup up the individual with B2B access & SAP You can add your new starters to your temp context in IDAS to trigger the creation of a Q number 	Hays BMW Group	Action completed 24 hours after the B2B creation

	<p>5. Once the Q number arrives, please use the attached instructions to thereafter 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</p>	BMW Group	Same day as receipt of Q number
	<p>PO/Schedule Return</p> <p>6. Once your PO has been approved, please reply to this email with the PDF export of the PO attached, along with the signed schedule attached to BMWGroup@hays.com and 3sstransactionsteam@hays.com.</p> <p>Please note: <u>your new starter will not be able to commence work without this being returned 3 working days prior to their start date!</u></p>	BMW Group	Latest, last Wednesday prior to the start date
	<p>Placement Creation (3SS & SAP)</p> <p>7. Following the receipt of the PO and signed schedule, the Hays Vacancy Management team will raise your new starter's 3SS placement, which will allow them to submit timesheets in the system</p>	Hays	Latest, the last Thursday prior to the start date
	<p>Day 1 Starter Details</p> <p>8. Once the Hays Vacancy Management team have confirmed via email that your new starter is compliant and ready to start, please let us know via email if there are any specific joining instructions for your new starter's first day that you would like us to pass on to them</p>	BMW Group	Latest, the last Thursday prior to the start date