



Onboarding Plan

A document to guide you as you navigate
your first few weeks at work.



Welcome

Eylisha

We're so glad you're here!



Your Onboarding Plan

Welcome to the Team

Meet Your Teammates

Your Role

Onboarding Checklist

Systems and Tools



Welcome to the Team

I would firstly like to welcome you and congratulate you on successfully making it through our recruitment process, and joining our highly effective team of highly effective people.

You will become an important part of the team in your new role. We want you to have great pride in your achievement and the achievements you will accomplish during your career with us. We want you to enjoy what you do because we know that what people enjoy they do well at.

We wish you great success and fulfilment in your role and in the team effort, to which you will contribute, to make our company the best in its field and in achieving its Goals.

Frequently Asked Questions

YOUR MANAGER IS:	PROBATION PERIOD	PAY	PARKING	KITCHEN	FIRST AIDER
Zoe Basing	6 Months	Pay Day is on the 1st of Each Month	Rear of the Building in Bays Numbered 3	Located on Ground Floor Help yourself to Tea, Coffee, Milk and Water	Zoe Basing

Our company's mission

**To build a trusted sustainable
team, that delivers great
service, excelling the needs of
our customers.**

A background image showing a group of people in a meeting, with a woman in a blue shirt and a man in a dark shirt visible. They are standing around a wooden table. The image is darkened to serve as a background for the text.

Our Company's Values

1

Be the best you can be and lead by example with consistency.

2

Integrity - Always speak the truth. Honesty is the best policy.

3

We're a company that pursues excellence and simplicity in all aspects.

Company Mission and Goals for 2023



50

New Customers 2022/2023



£3M PA

Target Revenue

Meet the Groups

Operations

Sales

Helpdesk

Finance

Field

Electrical
Engineers

Mechanical
Engineers

Subcontractors

Human Resources Group

Recruitment

Training

Development

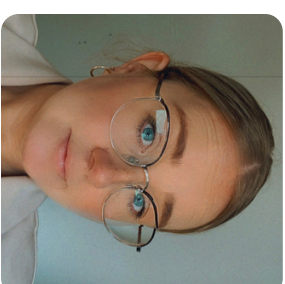
Meet Your Teammates



GARY

CEO

gclatworthy@scimanagedservices.com



ZOE

HR

zhasing@scimanagedservices.com



CRAIG

OPS DIRECTOR

charrison@scimanagedservices.com



Subcontractors



Marlo

Electrical Manager

mweeks@scimanagedservices.com



Eylisha

Operational Coordinator

helpdesk@scimanagedservices.com



Your Role

Description of the Task or Project	Key Metrics	Timeline
Complete Training on JobLogic	To be able to log and deploy jobs To be able to raise and allocate Purchase orders	1st Week
Complete Training on Ostara	To be able to pick up jobs from Ostara Daily and Audit and Close down attended works preparing them for invoicing	2nd Month
Coordinate the reactive callouts for Whitbread Contract within the set KPI's	<div><div>Weighting:</div><div><div>15%</div><div>5%</div><div>30%</div><div>30%</div><div>20%</div></div><div><div>KPI's:</div><div><div>>7 days</div><div><1 hour</div><div>>30%</div><div><5%</div><div><10%</div></div><div><div><2 days</div><div>0 hours</div><div>>30%</div><div>>5%</div><div><10%</div></div><div><div></div><div></div><div></div><div></div><div></div></div></div></div>	3rd Month



Zoe Basing

Your Coach

These are the following items your coach will do for you:

Zoe will be your buddy and complete your induction on your first week at work.

Zoe will help you identify your professional goals.

Zoe will guide you every step of the way in your first three months at work.

Onboarding Checklist

These are action items to be accomplished in your first two weeks at work.

- ✓ Submit signed policies

- ✓ Complete assessments

- ✓ Attend onboarding session

- ✓ Meet with coach

- ✓ Set up tools

LOGINS

Company Laptop

Use Eyllisha Aylward

Password:

Email and Comms

Your Email Address:

eaylward@sclmanagedservices.com

Password:

Webcom Telephone Access

User Name

helpdesk@sclmanagedservices.com

Password:

Company Handbook

Attached to Email

Our Policies

Please make sure you read and sign your copy and return to your line manager.

CLICK THE ORANGE ICONS TO READ AND SIGN

the blue icons will be available in your handbook



**Disciplinary and
Grievance Procedures.**
SCLQAP 16 and SCLQAP 17



Anti Bribery Policy
SCLABP 01.



Health & Safety Policy
SCLQAP 10



**Risk Assessments
Procedure**
SCLQAP 10-7.



**Environmental &
Sustainability Policy**
SCLQAP 11



**Customer Care Policy
& Complaints**
SCLCCP 01



Equality & Diversity
SCLBDP 01

Do you have any questions?

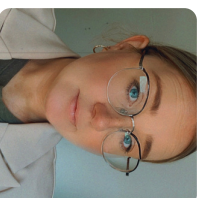
Feel free to reach out!



IT Queries

TDR Computers

support@tdrcomputers.com



HR Queries

Zoe Basing

zbasing@scimanagedservices.com



General Queries

Craig Harrison

charrison@scimanagedservices.com

A background image showing three women smiling and engaged in a workshop activity. One woman is holding a mug, another is holding a pen, and a third is holding a string. There are tulips and a book titled 'Kid (M)' visible on the table.

your onboarding session is booked for:

02.05.2023

20A High St, Maldon CM9 5PJ
Zoe Basing