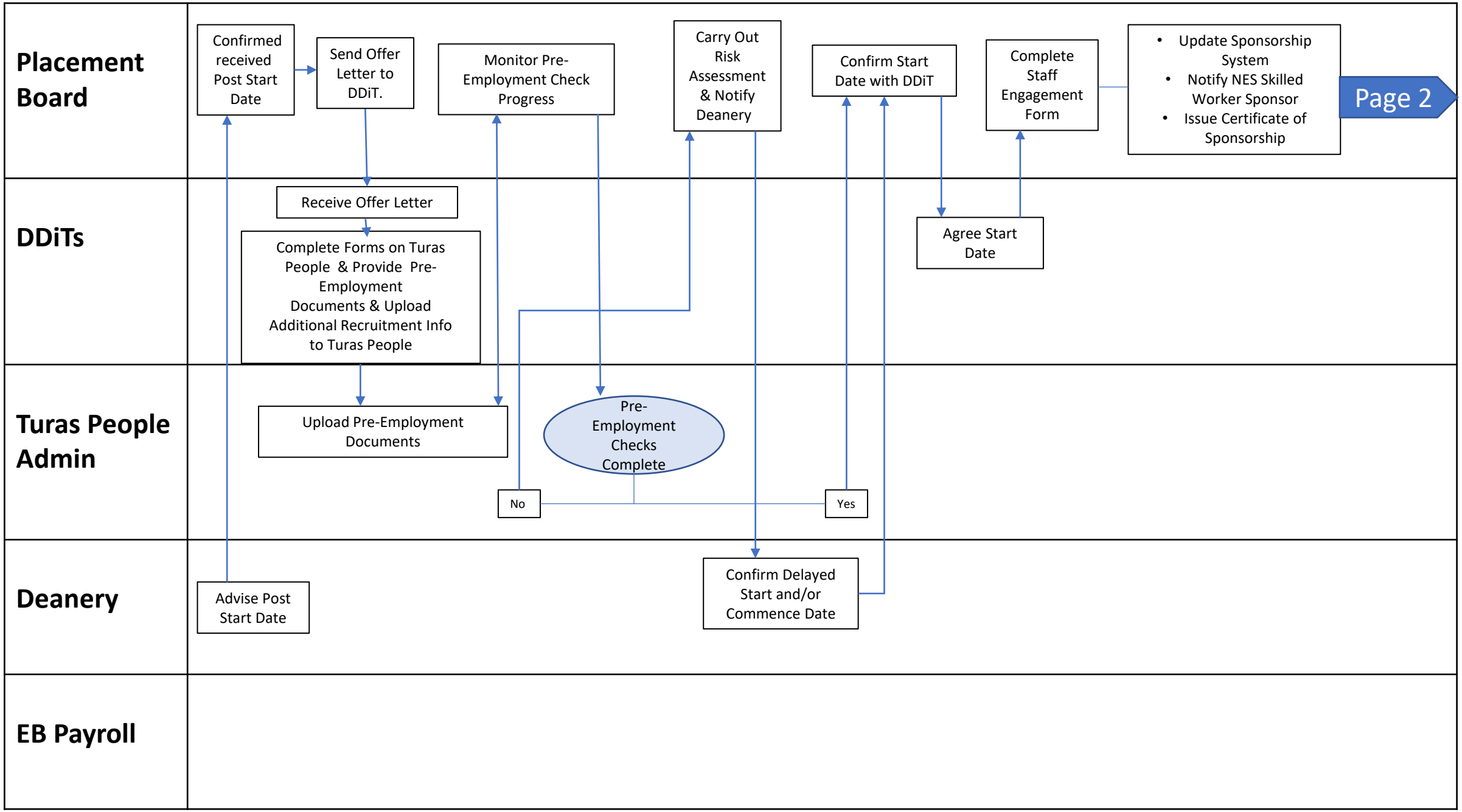
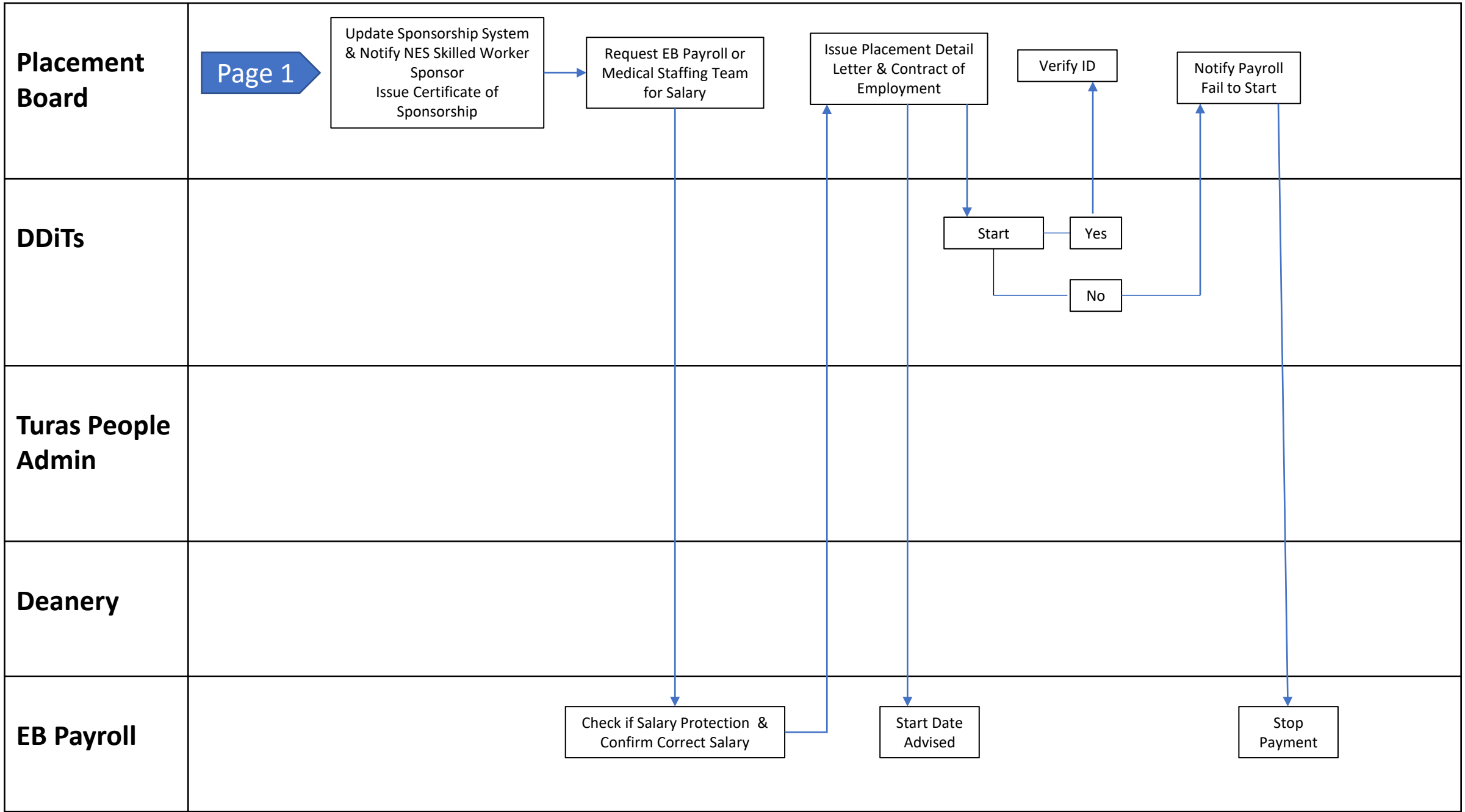

Placement Board
DDiTs
Turas People Admin
Deanery
EB Payroll
Confirmed received Post Start Date
Send Offer Letter to DDiT.
Monitor Pre-Employment Check Progress
Carry Out Risk Assessment & Notify Deanery
Confirm Start Date with DDiT
Complete Staff Engagement Form
Update Sponsorship System
Notify NES Skilled Worker Sponsor
Issue Certificate of Sponsorship
Page 2
Receive Offer Letter
Complete Forms on Turas People & Provide Pre-Employment Documents & Upload Additional Recruitment Info to Turas People
Agree Start Date
Upload Pre-Employment Documents
Pre-Employment Checks Complete
No
Yes
Advise Post Start Date
Confirm Delayed Start and/or Commence Date


Placement Board
Page 1
Update Sponsorship System & Notify NES Skilled Worker Sponsor
Issue Certificate of Sponsorship
Request EB Payroll or Medical Staffing Team for Salary
Issue Placement Detail Letter & Contract of Employment
Verify ID
Notify Payroll Fail to Start
DDiTs
Start
Yes
No
Turas People Admin
Deanery
EB Payroll
Check if Salary Protection & Confirm Correct Salary
Start Date Advised
Stop Payment