# O4S 0NBOARDING PROCESS

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| **PLACEMENT BOARD** | Advice New Starters out-with National Recruitment Process | Notify DDiT of Banding for Post | Check/Confirm Salary Scale and Banding Correct | Issue Contract |
| **EMPLOYMENT BOARD & DEANERY** | Receive Notification of New Starters | | | |
| **DOCTOR/DENTIST IN TRAINING (DDiT)** | | Receive Banding for Post | | |
| **NES (TURAS PEOPLE)** | | Ensure DDiT has Electronic Personnel File/Employee Record | | Receive Contract |
| **EMPLOYING BOARD PAYROLL DEPARTMENT** | | | Check/Confirm Salary Scale and Banding Correct | |