

Professional & Support Staff Road Map



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Welcome and thank you for attending your interview with Slade Group. Thank you for completing the Workpro (OH&S Online Induction) and online skills testing, if required. By now you will have read our On-hired Agreement, read and signed our Authority to Represent. Today we will ask you to complete the following forms; Tax, Banking and Superannuation. We will ask to take a copy of your passport or drivers license and birth certificate for verification purposes.

4

Staying in touch with our candidates is important to Slade. Please keep in touch with your Consultant on a weekly basis to update your availability or to let us know you've found work.

2

Your Consultant will offer you timesheets to use in the future, alternatively these can be downloaded from our website. sladegroup.com.au/career/temp/forms

5

Your Consultant will be in contact regarding suitable jobs that may interest you. If you accept the assignment please be sure to write down all the details when we call or email you.

3

When you next log onto your own PC you will have received an online candidate survey to complete.

It's important to us we receive your feedback in order for us to continue to improve our services.

6

Some of our temps submit timesheets online. If this includes you, your instructions, password and login will be emailed to you; be sure you take these with you on assignment.

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Great! Your first day on assignment with Slade Group. By now you will have received via email the Employee Placement Checklist.

Please complete this checklist onsite within 48 hours from commencement of your assignment and return to your Consultant.

8

On the last working day of your week please submit your timesheet to payroll for processing and payment.

The following Wednesday (NSW), Thursday (VIC/QLD) you will receive your pay into your nominated bank account and your payslip will be emailed to you.

At Slade we value our environment, this and all our forms can be read at sladegroup.com.au/career/temp/forms

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