

WorkFit Employer Process

1. Registration



Register with WorkFit using our simple, online form:



CLICK HERE to register

2. Role Profiling



Your WorkFit Officer will:

- Find out about your workplace
- Work with you to develop suitable roles within your organisation

 Following this, please provide:

- ✓ Copy of Employer's Liability Insurance
- ✓ Job Description document from the template provided

Please discuss with your WorkFit Officer:

- Your selection of workplace buddies based on the job description
- A date for your WorkFit Officer to deliver WorkFit Training to you, the buddies and other team members

3. Recruitment



Your WorkFit Officer will:

- Identify a suitable candidate for the role
- Deliver a bespoke training session on how to support the candidate in the workplace

The candidate will visit the workplace for an informal interview and site tour to:

- Meet the team and workplace buddies
- Observe and/or try the role that they would be doing

 At this stage, please:

- ✓ Review confirmation of placement document
- ✓ Prepare Employment Contract
- ✓ Consider any requirements related to your Health and Safety procedures

4. On-boarding



After a formal offer is accepted, please confirm the start date and induction process to the WorkFit Officer.



You may wish to prepare a Welcome Pack, covering items such as:

- ✓ Induction plan
- ✓ Benefits guide
- ✓ Information about the pay process
- ✓ Confidentiality (if appropriate)

On the induction day:

- Supply only essential information initially about the organisation/brand
- Supply Welcome Pack
- Supply uniform, name tag, locker key (as appropriate)
- Take pictures! (If candidate is happy to participate)

5. Ongoing Support

After the candidate starts, your WorkFit Officer will continue to support you with:

- Reviews and catch-ups as required
- Guidance or support when needed

Support is free and available for the lifetime of the employment.

We look forward to working with you.



Molly Keal

WorkFit Officer

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Your WorkFit Officer will advise on all elements of the process