

The New Starter Health Checks Process

Write a job description (JD) and identify (with input from the line manager/PI) any workplace hazards in the role which may require specific health assessment by the Occupational Health Services (OHS). See: Hazards and safety-critical duties checklist.

<u>Advertise</u> the role. Where workplace hazards present in the role, ensure the role is advertised subject to successful candidate undergoing <u>new starter health assessment</u>.

The <u>selection process</u> takes place. Successful candidate is offered the job offer subject to all <u>standard pre-employment screening</u>, including <u>new starter health checks</u>.

Recruiting Officer (RO) generates the offer letter, new starter health declaration form and where applicable, the new starter health questionnaire via CoreHR.

