*Copy and past templates for each onboarding step. Ensure to read thoroughly and personalise to candidate as required.*

**Interview Offer**

Good afternoon <name>

I have received your application for the <position> and I thank you for your interest in working at Kyeema. I can see that you have great qualifications and experience that I would like to further discuss, so I am pleased to extend the offer of an interview. Details of the interview are <date>, <time>, <location>

Please reply by <date> to confirm your attendance.

I look forward to meeting you.

Kind regards,

<name>

<position>

**Successful Candidate**

Dear [candidate's name],

Thank you for taking the time to interview for the <Position>. We enjoyed getting to know you. We have completed all our interviews.

I am pleased to inform you that we would like to offer you the <position>. We believe your past experience and strong desire to deliver high quality personalised care will be an asset to our Organisation.

Please respond to this email by <Date> to let us know if you would like to accept the <position>

I look forward to hearing from you.

Sincerely,

<name>

<position>

**Unsuccessful Candidate**

Good Morning <name> ,

Thank you for your time to submit your application and complete an interview for the <position> at Kyeema Support Services.

There was an outstanding level of interest in this position. Unfortunately, on this occasion we are unable to progress your application through to the next stage of the recruitment process.

We appreciate that applying for a new role can be time consuming and demanding and we want to take the time to say thank you for submitting an application that shares your skills and experience with us.

We wish you well in your future endeavours.

I strongly encourage you to apply again in future if a suitable position becomes available.

Yours Sincerely,

<name>

<position>

**Pre employment screening**

That’s great to hear that you have accepted the position, we look forward to having you on the team.

Your position is pending the successful return of your pre-employment screening checks.

One of the pre-employment requirements is that you complete the NDIS Worker Screening Check and as discussed, you already have a Working with Children Check.

Please see the below links to the NDIS WSC.

<https://www.service.vic.gov.au/services/national-disability-insurance-scheme>

If you do not already have a Service Victoria account, you will need to create one before you can continue onto the Screening Check (this can be done through the same link).

Once you have logged in or registered for your services Victoria account you will need to enter the required information and your mobile number as you will receive a text message to follow a link that will allow you to provide your ID via your smart phone.

Once you have completed the check. We will receive an email to say you have listed Kyeema as your employer. I will approve this straight away and then we simply wait to get your results back. Once the results are back and clear, we can continue further with the onboarding process.

The NDIS Worker screening check process can be a bit tedious and time consuming so please feel free to give me a call, email or pop into Kyeema if you have any issues and we can work through it together. Please note that if your documents or facial recognition errors several times, you may be locked out of the system, if this is the case, simply start the process again.

This is a similar process to apply for your Working with Children Check. Please follow the link below.

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

 I will contact you once your NDIS worker screening is verified and discuss with you the next steps of the onboarding process.

Kind regards,

 <name>

<position>

**Sentrient Workflow**

I have created both a hard and online staff file for you. You should have received an email from Sentrient, our compliance and Learning Management Program, regarding your enrolments into training modules.

Please let me know if you haven’t received the email.

Your login details are as below.

<https://kyeema.sentrient.online/>

**Username:**

**Password:**

Please work through these modules as a priority to your onboarding. You may find it easier to complete these on a computer as sometimes the courses can be blocked by popup alerts on mobile. See how you go, but the training computer is always available if you wish to utlise it.

Once you complete a module, the system will notify me, and I will add the training time to your timesheet.

Please reach out if you need any assistance!

Chat soon,

<name>

**Notification to In House IT**

Good Morning,

<employee name> is currently onboarding as a <casual/ part time> <role>. Can you Please create the relevant user accounts, access and name badge for them.

Regards,

<name>