

worknest

Your first 90 days

Whether you've taken up our Employment Law & HR, Health & Safety or Combined service, here's what you can expect over the next 90 days.

Day 1

You will now have **access to our online portal**, myWorkNest, through which you can access our e-Learning platform (LearningNest) and HR software (PeopleNest). Our Client Experience Team will be in touch to provide you with all relevant links and information on how to get set up.



Having received a call from your Health & Safety Consultant, Employment Law Team and designated Client Experience Coordinator, **you should now be getting to know your main contacts here at WorkNest** and have a better understanding of how the first few months will unfold. If you've signed up for our HR software, our colleagues at Youmanage (the people behind PeopleNest) will also contact you to get this set up.

Day 7

H&S
Day 7

During your welcome call, your Client Experience Coordinator will **arrange your initial Fact-Finding Phone Call** and **schedule in your first visit with your Health & Safety Consultant**. They will also explain a little bit more about the service, make sure you have all the relevant links and information you need, and arrange an onboarding call to talk you through your online portal and e-Learning platform (if relevant to you) in more detail.



Following the Fact-Finding Phone Call, your consultant should now be well on the way to **creating your Policy Handbook and Policy Manual**. Similarly, your Employment Law Advisers will now be working with you to **create your Contracts of Employment and Employee Handbook**.



Day
30-60

H&S
Day
30-60



You can also now start to **prepare for your upcoming Health and Safety visit**. Following this, your consultant will **create your initial audit report** and upload it to our health and safety software, SafetyNest. All of this will be covered within your portal onboarding call with your Client Experience Coordinator.

With your documents in order, ongoing support from your team and our software running in the background, you should be **starting to feel the benefits of joining WorkNest!**



Day
90