

**Step 1 – Initial enquiry**

Share interest in joining the team Via the website – ‘Contact’ tab

Book in initial 20 min phone call with Chris

Request a copy of the job spec and consultancy agreement to view expectations of role, pay and conditions

**Step 2 – Committing to the process**

Consultancy Agreement signed (Received via Docu-sign)

45 min virtual interview booked

Offer of place on the team given

Safer recruitment information given

2 x references completed

**Step 3 – Training & Screening**

Link sent for Safeguarding, Mentoring and First aid sent out

DBS link sent out

Training completed

DBS screening comes back clear

**Step 4 - Inductions**

Book new starters into Induction sessions

Complete induction

Receive digital induction pack including risk assessments, policies, etc

### Step 5 – Step into Mentoring

Create Pen Portrait – All about you and photo

Set up new bespoke email address

Book in 2 x shadowing sessions

Start to receive referrals via egress

### Step 6 - Review

3 Month Review