

## HR Onboarding Guide

The employee onboarding process is a introduction for new employees to get to know their SKG Services and to upload digital onboarding documentation.

They'll receive an email as below for them to complete onboarding by filling personal details and upload required files (all listed in the email).



**Welcome to SKG Services!** We are thrilled to have you apply to join our team.

To commence your application with SKG Services, please click

### Complete Application

Please allow 10 minutes to provide some personal information:

- Upload a copy of either your passport, birth certificate, or working rights here in Australia.
- Police Check (no later than 3 months old)
- Security Clearances & Licences (if applicable)
- Banking Details , Tax File Number and Superannuation Details

Including uploading required documents and completing the 100-point check to verify your identity examples as follows:

- Australian passport (60pts)
- Foreign passport (60pts)
- Driver's License (40 pts)
- Medicare card (25pts)
- Birth certificate (40pts)
- Photo ID (40pts) or Proof of age card (40pts)

**Please note: the onboarding process must be completed prior to your commencement to ensure you are paid for work performed.**

<https://www.skg.net.au/skg-knowledge-base/hr-onboarding-guide/>

<https://www.skg.net.au/skg-knowledge-base/hr-onboarding-how-to-upload-a-file/>

If you have any questions or need help providing your details, please email us at [support@skg.net.au](mailto:support@skg.net.au) or call 02 8542 6777.

Kind Regards,

The Team at SKG Services

## The 5-step Form

### Step 1: Personal Details and Australian work right

# Create Onboarding

Step 1

Step 2

Step 3

Step 4

Step 5

Save

First Name \*

Last Name \*

Profile Picture

Choose file No file chosen

Street \*

Suburb \*

State \*

Please select

Postcode \*

DOB \*

Gender \*

Please select

Email address \*

Contact number \*

Create account

Username \*

Password \*

Resume \*

Choose file No file chosen

Please select years of experience:

Please select

SKG is committed to providing excellent soft services to the following industries. Please select what type of experience:

- |                                   |                                     |                                      |                                     |  |
|-----------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Security   | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Gardening  | <input type="checkbox"/> Control Room operations |
| <input type="checkbox"/> Events   | <input type="checkbox"/> Government | <input type="checkbox"/> Health Care | <input type="checkbox"/> Industrial | <input type="checkbox"/> Office                  |
| <input type="checkbox"/> Retail   | <input type="checkbox"/> School     |                                      |                                     |  |

What day are you available?

- |                                   |                                  |                                    |                                   |                                 |
|-----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday   | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Saturday | <input type="checkbox"/> Sunday  |                                    |                                   |                                 |

What time are you available?

- |                                  |                                    |                                  |
|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Evening |
|----------------------------------|------------------------------------|----------------------------------|

Description

Please specify any further requirements

## Australian Work Rights

Are you an Australian citizen? \*

Please select

What is your country of birth \*

Please select

What language is spoken \*

Cancel

← Back

Next →