

# NBOARDIN

## Onboarding New Staff

### A Manager's Guide to the Onboarding Journey

The way we onboard new staff in Belfast Health & Social Care Trust has changed.

We now have a single, centralised onboarding process that brings together all relevant teams and requirements in one place, streamlining the journey and making it easier for managers to support new staff from offer to day one.

The Onboarding Hub is the central route for onboarding:

- Colleagues who are brand new to Belfast Trust, including those moving from agency



to permanent contracts

- Colleagues making an internal move within the Trust

While everyone uses the same hub, the journey may differ slightly depending on whether someone is new to the organisation or moving internally. The hub ensures that systems, access, training, and payroll are aligned behind the scenes to support a smooth start.



Once a conditional offer has been made, the onboarding journey begins. The steps below outline how onboarding progresses from offer to start date and clearly highlight when manager action is required.

Following this journey helps ensure new starters are set up correctly, supported consistently, and ready for their first day.

## Conditional Offer Stage

At the conditional offer stage, onboarding activity focuses on gathering information and completing required checks.

At this point:

- The candidate completes a Candidate Form, providing personal information to relevant teams.
- Pre-Employment Checks (PEC) are completed via Recruitment Shared Services through Amiquis (This process is managed outside of BHSCT)

## Manager Action at This Stage

No action is required from managers while Pre-Employment Checks are ongoing. Manager involvement begins once confirmation is received that all checks have been successfully completed.

## Manager Onboarding Form

Once Pre-Employment Checks are complete and the final offer has been issued, the hiring manager will receive email confirmation from the Pre-Employment Checks team. This email will instruct the manager to:

- Contact the new starter to agree a start date
- Complete the Manager Onboarding Form

The Manager Onboarding Form captures the essential information needed to set up the new starter, including role and contract details, start date, manager information along with system access requirements. Submitting this form allows all relevant teams to complete their part of the onboarding process efficiently and in one place.

## Agreeing a Start Date

Start dates are agreed differently depending on the type of start. For staff new to Belfast Trust, a Single Start Date (SSD) is in place. This applies to:

- Those who are completely new to the Trust
- Those moving from agency or bank only roles onto a Belfast Trust contract

The Single Start Date takes place on the first Monday of every month and supports a consistent and well-coordinated onboarding experience for new starts across the organisation.

For internal movers within Belfast Trust, start dates can be agreed locally and are not tied to the Single Start Date.

A list of key onboarding dates are provided below to support planning.

## Manager Note

We understand that managers may wish to plan ahead and prepare early for a new start. However, please do not submit the Manager Onboarding Form until you receive confirmation from [pecs.ssc@hscni.net](mailto:pecs.ssc@hscni.net) that all Pre-Employment Checks have been successfully completed.

### Important – Submission Deadline

All Manager Onboarding Forms must be submitted before the published deadline. The onboarding portal closes at 00:01 on the date noted, therefore forms must be completed in advance.

After this point, the selected start date will no longer be available to select from the drop-down list within the Manager Onboarding Form.



[Click here to view](#)

2026 New Start Onboarding Dates (SSD)

As part of the Manager Form, you will be asked whether your new staff member requires encompass training for access to EPIC system.

The form includes a drop-down list of encompass job roles, allowing you to select the option that matches your new start's role.



Encompass Job Roles and relevant Encompass Training Tiles have been updated. [Please click here for more details](#)

For more information in relation to Encompass Onboarding and Training - [Click here](#)

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## Corporate Welcome Event: Setting the Tone

For all new starts to BHSCT, Onboarding includes attendance at the Corporate Welcome Event.

This is a full day, in-person event held at Belfast Castle designed to introduce new starts to:

- HSC Values
- Expected behaviours across the organisation
- Our commitment as an organisation and what staff can expect

The day is interactive and provides an opportunity to meet colleagues from difference services and professions who are starting at the same time. Attendance is expected in order for staff to be fully onboarded.

Internal movers are not required to attend the Corporate Welcome Event





## Managers Note

Invitations to the Corporate Welcome Event are issued by HR only. Managers should not forward invitations or advise staff to attend without a formal invite. This ensures that IT access, system permissions, payroll, and training are fully in place to support a smooth first day.

## Statutory Mandatory Training

All statutory and mandatory training is issued directly to new starters to their personal email address along with the invite to the Belfast Castle. Staff are expected to complete this in advance of their start date so their local induction can focus on role-specific training.

If you have any questions or concerns in regards to the onboarding process, please contact [BHSCTOnboarding@belfasttrust.hscni.net](mailto:BHSCTOnboarding@belfasttrust.hscni.net)

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