Session from 13:30 to 15:30

Introductions

Important – checklist for onboarders so managers understand distinctly what is needed from them especially when they haven’t onboarded in a long time or it’s a first time onboarding.

David Kgadebe – JCIC, team lead for NSC and after sales and customer support

19 Contractors including those working for Middle East and Eatern Europe Market

Eckert – IT manager for Russia, 35 staff, majority are Contractors

Wallace Lizelle

Direct Refferal, internal transfer,

Bindia explains tender processes for Tenders and adding of two new TES’s, workforce and Liyema

BMW is not the employer of Contractor, the TES is

Direct referral you pay for each interview

Every Contractor can only come through the approved 6 TES’s.

Rates differ from TES to TES.

Next offer process

Follows what is on the steps

When offer is sent manager should also let CS what their budget is, if its out of budget be able to communicate with CS

DOI is always filled in and dsigned declaration or not

Re-hire process

Re-hire processs template is completed by TES

Steps on page 11 are followed.

Sourcing timeliness

* Vacancy – 30 days timeline for our systems and process
* Try to keep start days minimum one month, this helps us provide professional process

IDE

Internet and Intranet Access can only be granted on their first day.

Ms. Manatsa – Performance Management

* Moonlighting
* Recap of company Assets

Ms. Bindia

* Laptop & Insurance and speaks on steps on page 20
* Important note, additional hours worked need to be approved by GM or Director of the department and are only paid out the following year.
* Manager has discretion to write off 20 hours if there is a shortfall of hours.
* Important note to Managers, if you know you will not be available for the time sheet run, notify Ms. Manatsa or Ms. Bindia so that they can apply for a stand in for you.

Send out communication about the 12 month period into reviewing salaries even when promoted.