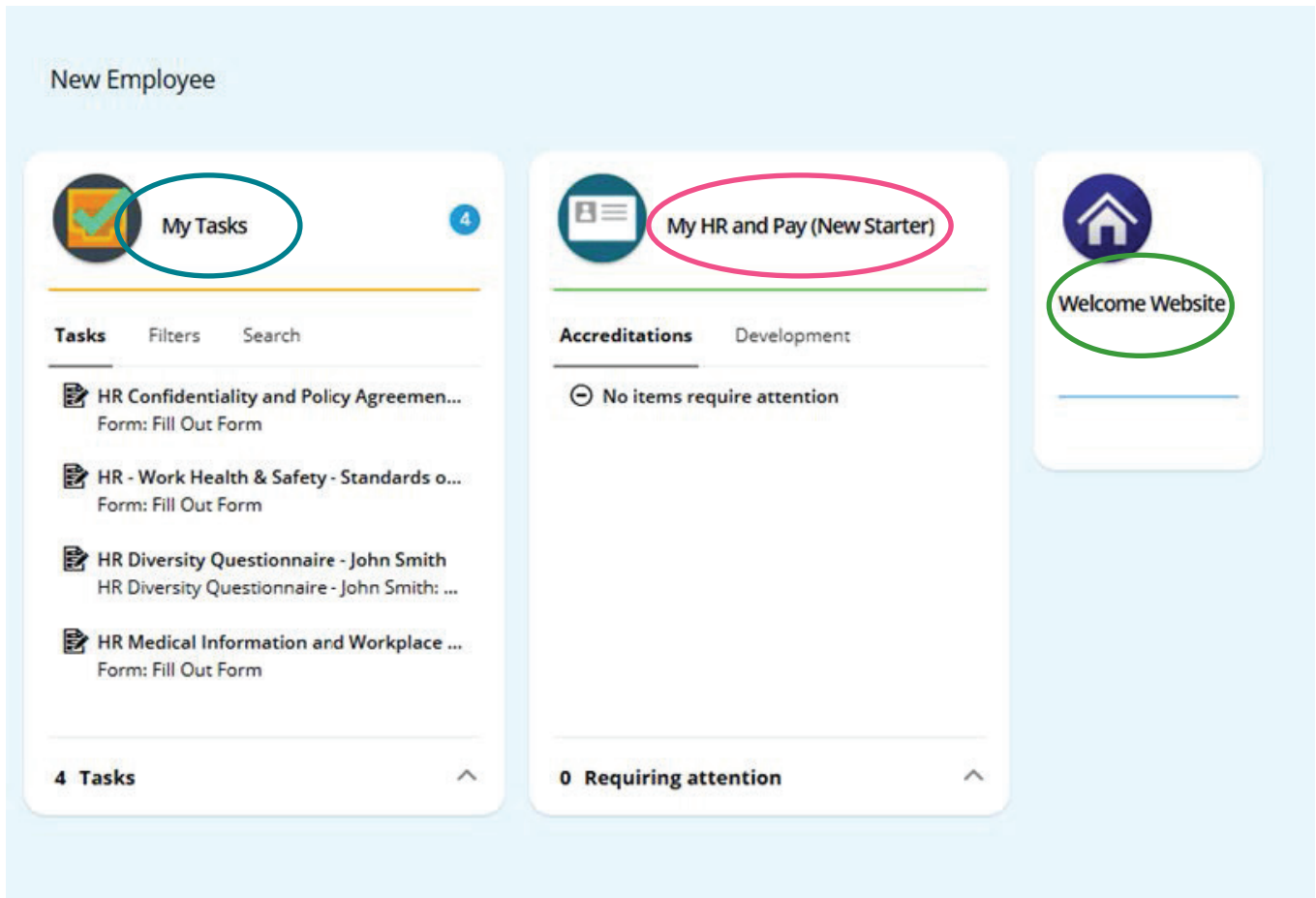


New starter portal user guide

You can access the City's New Starter Portal via the link provided in your Welcome email.
If your link has expired, please contact the Hiring Manager.
This is what you will see when you access the New Starter Portal:



My Tasks - please click here to complete the assigned pre-employment forms.

My HR and Pay - please click here to review and complete your personal details.

Welcome Website - please click here to view the City's new employee information web page.

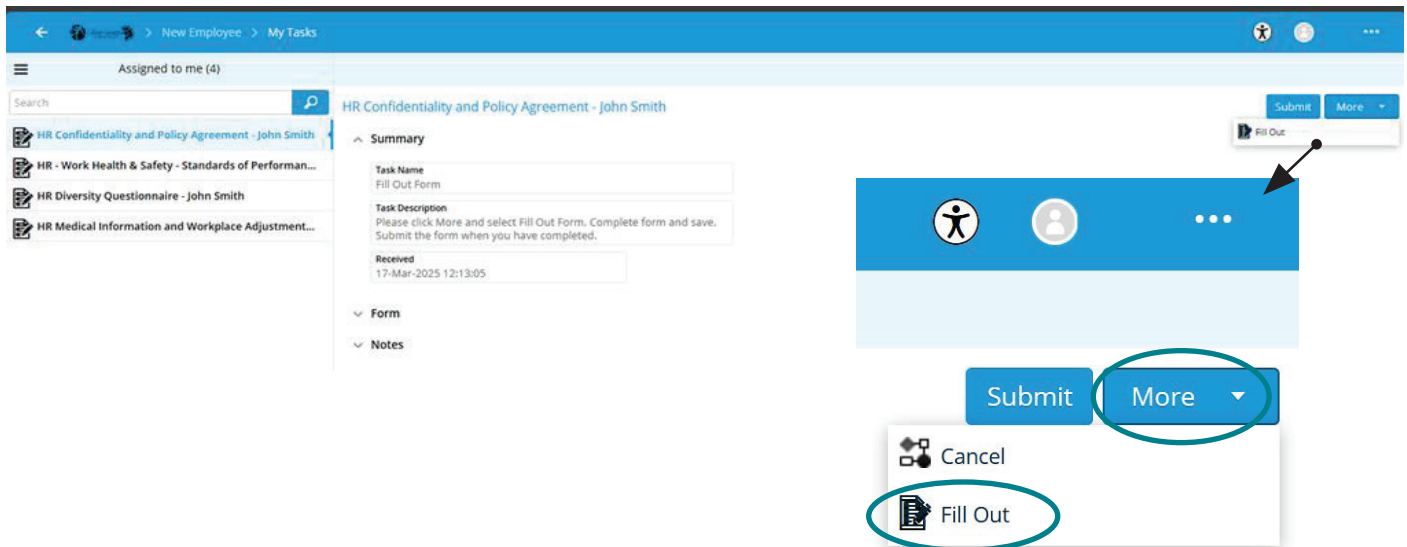
My Tasks

Once you have navigated to **My Tasks**, click **More** on the right-hand side of your screen and then select **Fill Out** to open the form.

Please read and complete the form, ensuring you complete any fields marked with a red asterisk.

Click **Save** to return to the task screen.

Then click **Submit** to finish the form.

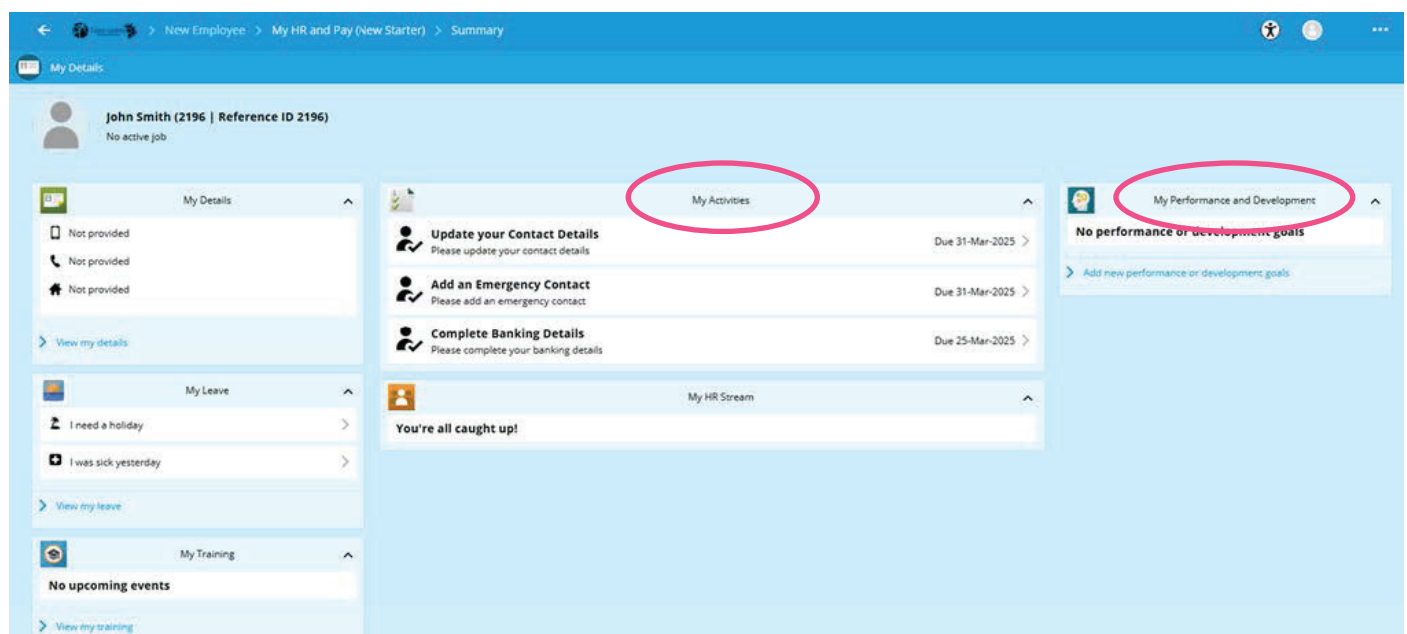


My HR and Pay

Once you have navigated to **My Activities** tab to review and update each section of your personal details.

Use the **Edit or +Add** buttons to make changes within each section.

Please note: the **My Performance and Development** section is not required until after you have commenced employment, so even if you see that training has been assigned to you it won't be ready for you to access until after your start date.



Welcome Website

The Welcome Website has been designed to provide you with information that you may find helpful in the lead up to commencing employment with the City of Greater Geraldton.

We recommend that you read through at least the top section prior to your start date.

Please note: the **Key Policies** link is where you will find the policies that are required to be acknowledged in the **Confidentiality and Policy Agreement** form in your **My Tasks**

Welcome to the City of Greater Geraldton!

The below links are available for you to access prior to your start date. Feel free to navigate your way through.

Before your first day, please review **this section**



Employee
Self Service



Documentation
Required



Key Policies



Parking and
Office Maps



Systems



NEW
New Starter
Portal Guide

Here is some useful information about the City



City Values



Organisational
Structure



Pay Conditions
and Schedule



Reconciliation
Action Plan



Corporate
Business Plan



Strategic
Community Plan

Social, Health and Wellbeing



Social Health
and Wellbeing



Library
Membership



Aquarena
Benefits