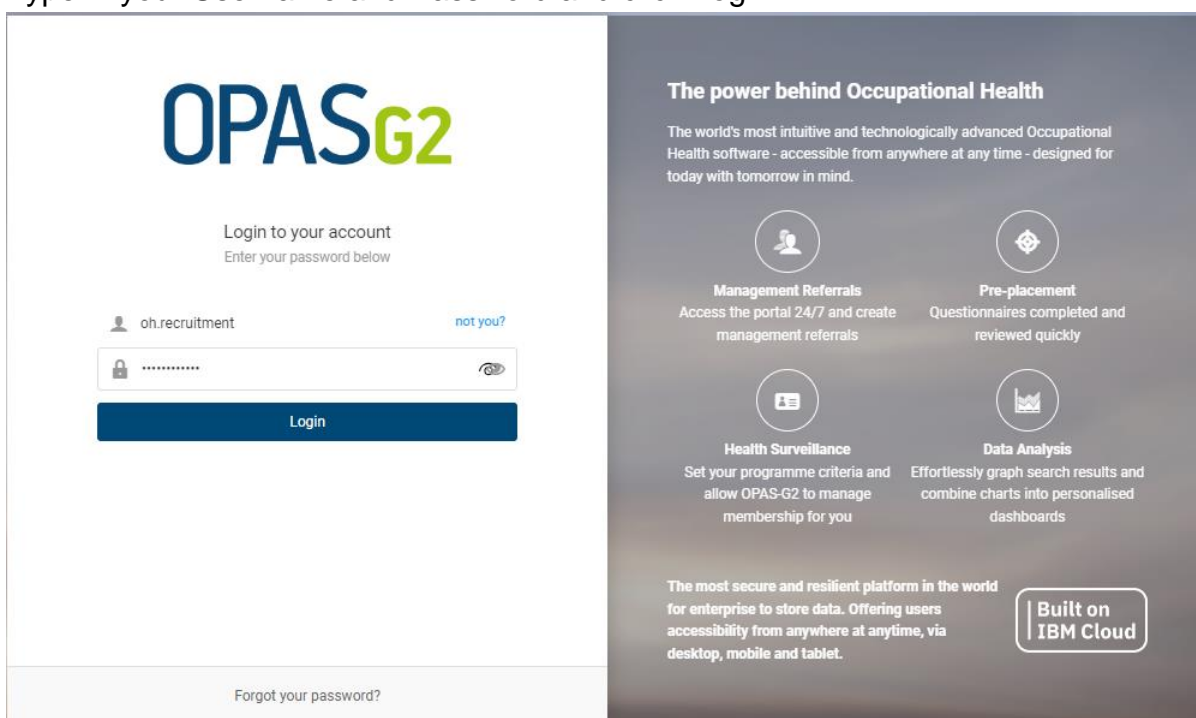


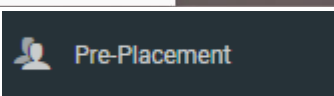
<b>Recruitment view</b>			OH Aintree AD313
<b>Author</b>	Diane J Lee	<b>Date</b>	May 2024
<b>Version</b>	0.1	<b>Review Date</b>	May 2026

**Process**

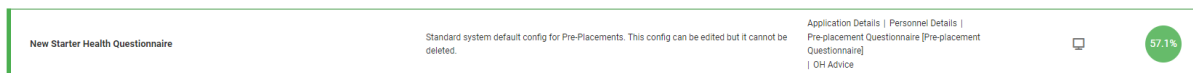
1. Log on to <https://liverpoolft.opasg2.com/login/form>
2. Type in your Username and Password and click Login



3. On the left hand side, click on



4. In the top right hand corner, click on
5. Select



6. Click on  **Create** again
7. The New Starter Health Questionnaire will open. Complete the details

Application Details IN PROGRESS

**Applicant Details**  
Please enter the details of the applicant \*

Given Name \*  Family Name \*

Email Address \*

**Position Applied For**

Job Title \*  x

Proposed start date

Shift type  x

Employment Location  x

Please upload the risk identification form.

[Upload Files](#) or drag files here

No Documents for this record

8. Ensure you upload the risk identification form

Please upload the risk identification form.

[Upload Files](#) or drag files here

Search...

AR Risk Identification Form (002).docx

Added: 15/07/2024 13:11 by: OH Recruitment



Issue To Applicant

9. Click on

10. You will get notification that this has been saved and issued to the applicant

Pre-Placement Saved Continue

Pre-Placement Saved

The following actions and communications also occurred:

✉ Pre-Placement - Issue To Applicant was sent to 🏠 dianelee4172@gmail.com ✓

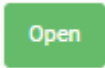
11. You can keep a check on the status of this from your Dashboard

Pre-Placements Dashboard Create

Key: ✔ Auto-Triaged ⚠ Auto-Triage Failure Filters

Recently Finished
Pending
1 Issued To Applicant
 Awaiting OH Triage
In Progress
Archived
Withdrawn

Issued To Applicant	Applicant	Type	Actions
15/07/2024 0 days 0 hours ago	Mary Moffatt	New Starter Health Questionnaire	<a href="#">Open</a>
<span style="color: blue;">✔</span> Archived	These are historic pre-placements which have finished and you have reviewed.		<a href="#">Expand to calculate total</a>
<span style="color: blue;">✔</span> Withdrawn	These records have been withdrawn from the pre-placement process.		<a href="#">Expand to calculate total</a>



12. To see where things are up to, click on

13. On the right hand side, you will have a full audit trail of what has happened to the case so far

**Additional Information** ⓘ

Pre-placement Activity    Documents (1)    Communications

[Send Message To OH](#)

Mon 15th Jul 2024 13:43	<p><b>Appointment Booked</b> Diane Lee (C11)</p> <p>Details</p> <p>Mon 15th Jul 2024 14:00 HAC</p>
Mon 15th Jul 2024 13:43	<p><b>Triaged - Consultation Arranged</b> Diane Lee (C11)</p>
Mon 15th Jul 2024 13:28	<p><b>Reviewed &amp; moved to Triage</b> Diane Lee (C11)</p>
Mon 15th Jul 2024 13:21	<p><b>Referred to OH</b> OH Recruitment (C67)</p>
Mon 15th Jul 2024 13:14	<p><b>Issued To Applicant</b> OH Recruitment (C67)</p>

Clearance note has been issued

14. When the Clearance note has been issued, you will see the case in the Recently Finished line

1 Recently Finished   
 0 Pending   
 0 Issued To Applicant   
 0 Awaiting OH Triage   
 1 In Progress   
 7 Archived   
 7 Withdrawn

**Recently Finished**    These records have recently been finished by the OH team and are ready for you to review

Completed	Applicant	Status	Type	Actions
15/07/2024 <small>© 6 days 0 hours ago</small>	Simon Cowell	Complete	New Starter Health Questionnaire	<a href="#">Open</a>

[Open](#)

15. Click on to

16. You will see the OH Advice

**OH Advice** COMPLETE ▾

Outcome: **Fit with Adjustments** ▾

Any further advice regarding the applicant

Details of any required Adjustments and/or Restrictions

Adjustment / Restriction	Details
A local workplace action plan is required upon commencement of employment to determine employee safety needs	
Must be afforded regular meal breaks	



17. Click on **Close**

18. The case will move into Archived

Archived				
These are historic pre-placements which have finished and you have reviewed				
Reviewed	Applicant	Status	Type	Overview
15/07/2024 <small>6 days 0 hours ago</small>	Simon Cowell	Complete	New Starter Health Questionnaire	<a href="#">Open</a>

**ENDS**