GEPF™

your investment, your future

Recruitment Policy

Effective Date:

Policy Owner: Human Capital Management Unit

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Document Versions

Version	Revision Date	Prepared / Revised by	Business Unit	Status
1	May 2010	Siyanda Dyeshana	Human Resources	Approved
2	March 2017	Siyanda Dyeshana	Human Resources	Approved
3	May 2024	Siyanda Dyeshana	Human Resources	Draft

Document Reference Library

Document File Name	Context and Relevance
The Constitution of the Republic of South Africa, 1996.	Chapter 2, read with sections 32, 33, and 34 of the Constitution dealing with the Bill of Rights makes provision for fair labour relations practices, including just administrative action, between employees (through trade unions) and employers (through employers organisations)
Labour Relations Act, 1995.	Code of Good Practise on fair labour practices. Chapter VII, section 115(3)(d) of the Labour Relations Act provides for the prevention and resolving disputes and employees' grievances. Schedule 8, section 3 of the Labour Relations Act requires organisations to establish disciplinary rules.
GEP Law	Refer to specific sections of the GEP Law.
Basic Conditions of Employment Act, 1997.	
Employment Equity Act, 1998.	

Business Areas Impacted By This Policy

Name Business Unit / Area	Context and Relevance
All business units within the GEPF	To assist in the fair procedure of attraction and onboarding of talent in order to deliver on the GEPF's mandate.

Glossary of Terminology

Abbreviation/Terminology	Description
BCEA	Basic Conditions of Employment Act, 1997.
Fixed-term contract employee	An employee appointed for a fixed period and their employment will terminate at the occurrence of a specified event, or at the completion of a specified task or project or on a fixed date other that the employee's normal or agreed retirement age. The employee is employed in terms of a fixed term contract of employment, either for a specified period of time, or for a specified project on the GEPF's payroll.
Employee	Any person, excluding members of the Board of Trustees and independent contractors, who works for the GEPF and receives, or is entitled to receive, any remuneration.
EEA	Employment Equity Act, 1998.
Fund	The Government Employees Pension Fund established by the Government Employees Pension Law (GEP Law) Proclamation 21 of 1996.
HCM Unit	Human Capital Management Unit.
HCM	Human Capital Manager
HCBP	Human Capital Business Partner
LRA	Labour Relations Act, 1995.
OHSA	Occupational Health and Safety Act, 1993.
Calendar month	a period that extends from the first to the last day, both days included, of any one of the 12 months of the year.
Day of rest	Saturday, Sunday or public holiday.
Line Manager	An employee with direct reporting job(s) with managerial responsibility for that particular job(s) and possesses the necessary authority to decide on the matter at hand.
Recognised trade union	A registered trade union in terms of the LRA, 1995 that has an organizational rights agreement with the GEPF.
Temporary employee	Resources appointed to work for the GEPF through a temporary employment service for a limited and/or defined period of time.
Vacancy	A post approved by the Board of Trustees or its delegate as part of the organisation which is not filled or occupied by an employee.

1. **Policy Overview**

   GEPF is committed to exercising fair labour practices in all its employment practices to ensure that the objectives of GEPF are attained. This recruitment policy along with the supporting procedures has been designed in order to achieve this objective.

2. **Purpose**

   The purpose of this policy is to ensure that GEPF:

   - attracts the most competent and suitable person for every role; and

   - that candidates are not discriminated against either directly or indirectly on the grounds of race, sex, ethnic and social origin, colour, sexual orientation, disability, religion, conscience, belief, culture, age and language.

3. **Vacancies**

   3.1 When a vacancy occurs, fill the generic role within 3 months, while Scarce and Executive roles within 6 months. (see annexure D)

   3.2 Existing employees who meet the inherent requirements of the vacant role, may be given the opportunity to submit their application for consideration.

   3.3 Existing employees in this case includes those who are permanently employed as well as casual and temporary employees that are sourced directly in terms of the HR data base.

4. **Determinations of Requirements for Recruitment**

   4.1 The PEO shall:

   - Ensure that Human Capital planning precedes any recruitment action. This includes forecasting the organisation's needs with respect to employees.

   - If the vacancy is based on a resignation, it may be necessary to consider whether there is a need to replace the resigned employee as the function may be absorbed by other employees.

   4.2 The HCM unit and the relevant line manager shall:

   - Determine and list the inherent requirements for the position in terms of competencies i.e. knowledge, skills and values.

   - Ensure that the requirement for employment takes into account the demographic composition of the division/organisation and that these are specified as part of the employee requisition process.

- Comply with all statutory requirements for appointment of employees.

- Ensure that each vacant job has been evaluated before advertising, to ensure the grading and salary range for the role is confirmed as far as possible, prior to commencement of the recruitment process.

5. Advertising

5.1 The HCM unit shall ensure that advertisements are advertised in national and/or provincial newspapers, other relevant media and internally on the organisation's website.

5.2 An advertisement for the position shall include the requirements and responsibilities. These will be determined by the BOT or its nominated Committee for the position of the PEO. For the position of the direct reports to the PEO, these will be determined by the PEO. For the Managerial Positions these will be determined by the respective Head of Department and Management for the Non-Managerial positions.

5.3 An appropriate recruitment agency may be used to assist HCM with the end to end recruitment process, including sourcing of candidates for a position/s subject to the GEPF's Procurement processes being complied with.

6. Shortlisting

Shortlisting and final selection will be done by a panel of more than one person inclusive of HCM.

7. Selection/Interview Committee

7.1 The Board will agree and approve the panel for the recruitment of the PEO. The interview panel shall be involved in all the recruitment processes of the PEO and make a recommendation to the Board with regards to the suitable candidate for the role.

7.2 For the appointment of Executives, the PEO shall exercise his discretion in determining the panel.

7.3 For the appointment of the Internal Audit Manager, the Audit Finance and Risk Committee in conjunction with the PEO shall exercise discretion in determining the panel.

7.4 The PEO and/or relevant Executives and/or Managers shall constitute an interview panel for all other positions in the GEPF.

7.5 HCM shall form part of interview panels.

8. **Interviewing**

8.1   In order to eliminate deliberate or unconscious bias, shortlisting and final selection should be done by a panel which is, as far as reasonably possible, representative of the different demographics (race, gender).

8.2   Interview guides will be facilitated by the HCM unit in consultation with the relevant line manager and shall focus on the competency requirements of the job to ensure consistency and objectivity.

8.3   Internal candidates will be subjected to the same interview process as external candidates.

8.4   Declaration of interest forms shall be completed by the panel members.

9. **Traveling Expenses for Interviews**

9.1   Where a shortlisted applicant has to travel more than 100 kilometres to an interview from their address as indicated on the CV, the candidate will be reimbursed for travelling expenses in accordance with the travel policy of the organisation .

- The cost of one return Economy Class air fare to the interview, or

- Petrol expenses at the existing GEPF rates for the return journey by the shortest route.

10. **External Recruitment**

If a suitable applicant is not available internally or externally, the GEPF could appoint an internal employee or a consultant to act in the vacant position for a short period or until a suitable candidate is found to fill the position. GEPF may headhunt an external candidate if no internal candidate is available.

11. **Employment of Relatives and Disclosures**

The employment of relatives is permissible subject to approval from the PEO provided that the employment does not place the employee in a potentially compromising situation and/or where there may be a concern about conflict of interest.

As such, where a relative of an applicant is part of the interview panel, the necessary disclosures should be made upfront, indicating the association with the applicant and should not participate in the recruitment process. Relatives should not report directly to a person that they are related to.

12. **Selection**

12.1   Once all the candidates have been interviewed, a final selection would need to be made based on the candidate who best meets the requirements of the job. The same principle shall also apply to internal candidates and this process will include the vetting of educational qualifications, criminal checks, ID confirmation, telephone reference checks where applicable and any other matters deemed necessary.

12.2   At this point psychometric assessments could be conducted on the top two/three candidates who are potential appointees. The assessments should not be used as a decision-making tool but rather to assist the process, as the final decision should consider the results of the assessment in relation to the requirements of the job as well as the candidates' performance during the interview and outcomes of reference and other checks.

12.3   The relevant psychometric assessments would be conducted relevant to the role. (See annexure C for various tests to be considers for different occupational levels)

12.4   No indication should be given to the employee at any stage as to whether they are found suitable for the new position until the above has been satisfactorily complied with.

13. **Contract of Employment**

13.1   Once the HCM unit and the line manager are satisfied with the outcome of 12.2, a written offer of employment must be agreed to by the Line Manager, HCM and the PEO and presented to the successful applicant by HCM.

13.2   Once the candidate has accepted the offer, a formal contract of employment must be prepared, and the relevant documentation must be completed and signed by the PEO and the applicant.

13.3   All rejected offers must be managed by the HCM unit.

14. Employment of Persons Living with Disabilities

14.1   It is the GEPF's policy to employ persons living with disabilities provided that:

- The disability will not prevent the employee from carrying out inherent job requirements, even after reasonable accommodation has been made.

- The employee is sufficiently rehabilitated and/or adjusted to the work environment or will be able to cope with the adjustments within a reasonable period of time.

14.2   GEPF will make any necessary adjustments/alterations to furniture, equipment or facilities, to accommodate such a person in line with the Employment Equity Act 55 of 1998 and the Code of Good Practice issued in terms thereof, as far as it can reasonably do so.

15. Present Employees Who Become Disabled

15.1   Should an employee become disabled as defined in terms of the Employment Equity Act, and be unable to continue with the job he/she has been appointed to, every reasonable effort should be made to find a more suitable position within the GEPF.

15.2   GEPF will bear the reasonable costs of any necessary training or re-training.

16. Probation

16.1   All newly appointed full-time employees shall be required to undergo a period of probation, which shall be managed in line with the Probation Policy

17. Promotion

17.1   The organisation may promote an employee to a vacant position if:

17.1.1   The position and the associated costs of transfer have been provided for in the budget.

17.1.2   The promoted employee meets the job requirements as outlined on the job profile.

17.1.3   The promotion has been motivated and recommended on the basis of skill, competency and ability to the PEO by the relevant Head of Division, through HC.

17.1.4   Prior to the approval of the promotion, it is necessary to ensure that the promotion process adhered to the principles of fairness. The requester shall be required to demonstrate that there is no other employee who possesses the necessary skills and qualification who would have also expressed interest in competing for the position.

17.2   No employee has a right to a promotion until such a promotion has been officially motivated, recommended by the relevant Head of Department and approved by the PEO.

17.3   Promotion requests shall be subject to background checks and psychometric assessments as outlined in paragraph 12 above.
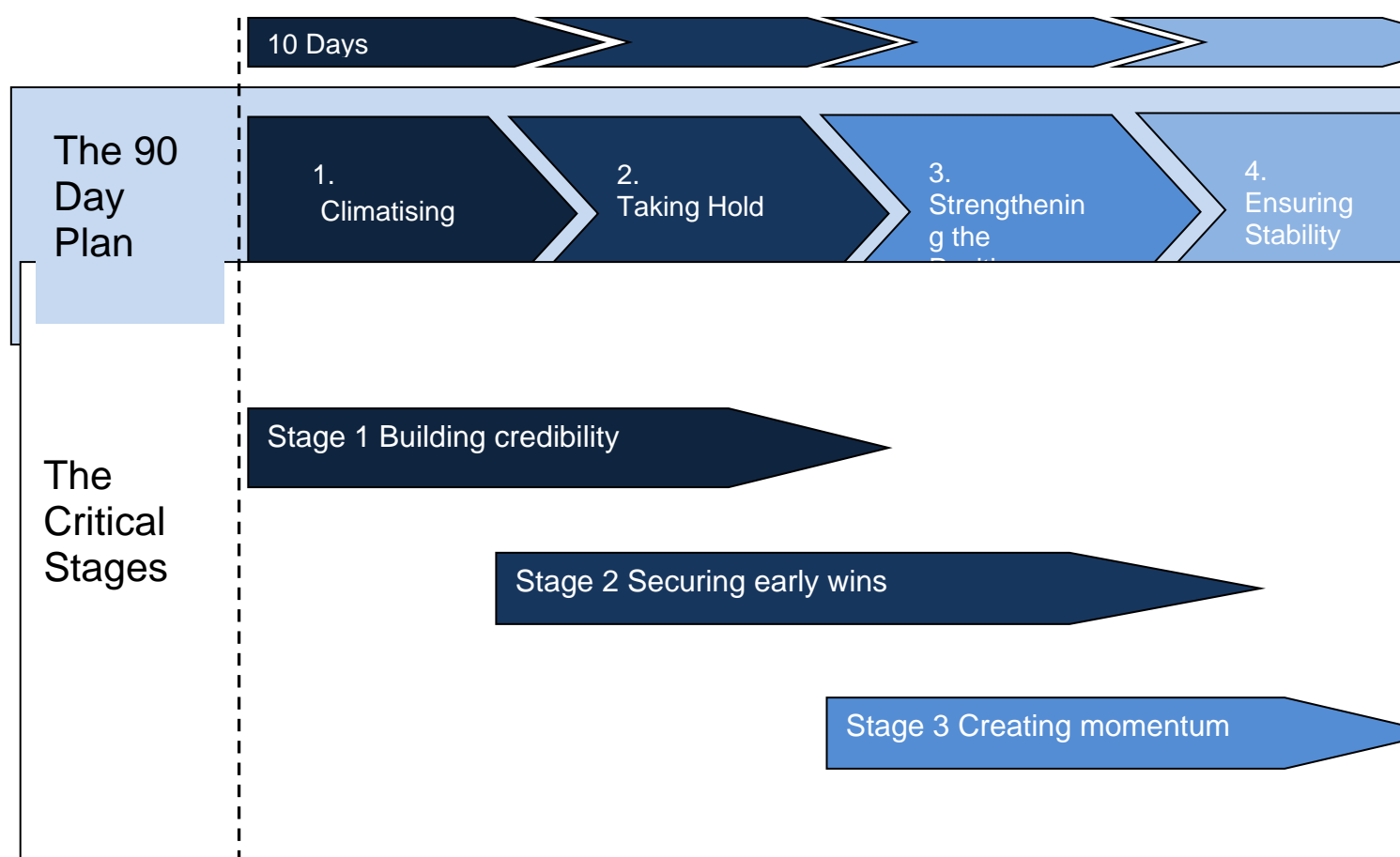
18. **On-Boarding**

- On-boarding is the process by which new employees are familiarized with the social and performance aspects of their new jobs quickly and smoothly and through which they learn the attitudes, knowledge, skills and behaviours required to function effectively within the Government Employees Pension Fund (GEPF).

- It begins upon acceptance of a formal job offer and continues in various forms throughout the early employment phase over time, using milestones of 30 – 60 – 90 – 120 days on the job up to 6 months post-entry into the GEPF.

- The purpose of the GEPF on-boarding program is to provide critical information to new employees, to introduce them to the business of GEPF and to give them insight into their new role and how it contributes towards the achievement of the strategy of the GEPF.

19. **A 90-Day Plan**

The GEPF on-boarding process begins during the recruitment and placement stage and continues for (six) 6 months post- employment. **(See figure 1)**.

The purpose of the post–employment interview will be to afford the HCM unit an opportunity to discuss with the new employee his/her experiences in the new job, unit and the GEPF, and to address issues that may require attention before they reach a point where the employee makes a decision to leave the organization as opposed to dealing with the issue.

Figure 1

The 90 Day Plan

10 Days

1. Climatising
2. Taking Hold
3. Strengthening the Position
4. Ensuring Stability

The Critical Stages

Stage 1 Building credibility

Stage 2 Securing early wins

Stage 3 Creating momentum

20.   **Related Policies**

  -   This policy shall not be read in isolation but in alignment with other HCM related policies. E.g. Talent Management and Succession Management Framework;
  -   Probation Policy; and
  -   Employment Equity Policy etc.

21.   **Non-compliance with the Policy**

Non-compliance with this policy and procedures described in it by the employee will be dealt with in accordance with the disciplinary code and procedure.

22.   **Acceptance of the Recruitment Policy**
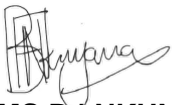
The GEPF Recruitment Policy document is applicable to all business units of the GEPF.

23. **Policy Review and Evaluation**

   23.1 This policy will be reviewed as and when required, but at least every three-years.

   23.2 The Human Capital Business Unit is responsible for implementing, updating and reviewing this Policy.

   23.3 Any changes to the policy shall be communicated to all employees.

24. **Policy Approval**

RECOMMENDED / NOT RECOMMENDED

MS BJ NKUNJANA
CHAIRPERSON: HUMAN RESOURCE AND REMUNERATION COMMITTEE
DATE: 2024-06-26

APPROVED / NOT APPROVED

MR AD MOGAJANE
CHAIRPERSON: BOARD OF TRUSTEES
DATE: 2024-06-26

ANNEXURE A

Plan, Process, Timeline and Accountability

This plan and process has to be monitored, reviewed and evaluated on an ongoing basis.

A. **Pre-Employment Activities (Pre-Arrival/One Month prior to new employee Sign-On)**

- Compile Check-List for Line Manager of tasks that need to be actioned (HCBP)
- Organisational & Team Organogram etc. to be sent to new hire
- One-on-one meeting with Line Manager to be set up (HCBP)
- Line Manager to identify 'buddy' (Line Manager & HCBP)
- Set the new hire up with a 'buddy', someone on the team, ideally with a similar job, that they can go to with tactical questions. (Line Manager)
- Email address set up and ensure correct mailing lists (IT)
- Office/Desk/Phone and PC set-up (Line Manager)
- Stationery (Line Manager)
- Tax/Bank Details/Pension Fund/Medical Aid details/set-up(HCBP)
- The building Security ID is ready (Security Card and Fingerprint).
- Contact the new hire. Confirm start date, time, place, parking arrangements, dress code etc. Discuss any questions they might have, and be sure to show your enthusiasm for their arrival. (HCM)

B. **First Week (Orientation to the GEPF)**

- Welcome at Reception on day 1 (HCBP)
- Meet with HCBP to complete any further documentation etc. (HCBP)
- Meet with HCBP to give overview of Compensation and Benefits (HCBP/Finance)
- Introduce your new hire to their 'buddy'(Line Manager/Buddy)
- BU and Office Tour, including Health and Safety information (HCBP)
- Introduce your new hire to the team, the HC Team, and line manager. (HCBP)
- Issue email notice to all employees welcoming the new employee (HCBP)
- Arrange for lunch with the appropriate person(s) or buddy during the first week
- Schedule daily one-on-one meetings for the first week
- Provide new employee with a welcome pack including job descriptions, welcome letter, contact names and phone lists, mission and values, human capital policies manual and ICT Policies

C.   **2nd to 4th Week (Orientation into the new unit/department)**

- Order business cards (if relevant)
- Introductory meeting with the whole team/unit (Line Manager)
- Introduction to other key people in other business unit's (Buddy)
- One-on one with Line Manager to discuss deliverables of role in line with Managers KPA's/Unit goals and personal goals/PDP discussion based on thoughts from interview (Line Manager).
- Business Overview, Current goals of the Company, Business Plan for the year Challenges, Main Projects (Line Manager/HCM)
- Introduction to relevant computer systems and training if required (ICT)
- Keep them busy – not overwhelmed. (Line Manager)

D.   **First Month (Line Manager and new employee)**

- Performance management plans (goals for the coming year)
- Agree on a regular one-on-one meeting rhythm, move to weekly, monthly, etc.
- Ensure they have some early successes on the job to establish and increase confidence and engagement.
- Have them shadow you at any meetings relevant to their work. (Line Manager)
- Identifying learning priorities.
- Identifying business/executive's risk profile.
- Identifying cultural alignment issues.
- Identifying early wins to help develop a successful job pattern.
- Attaining consensus on "A" item priorities
- Clarifying job expectations and resource requirements with your boss.

E.   **Quarterly (Line Manager, HCM and New Employee)**

- Feedback Session with HCM regarding on–boarding process /progress (open & honest conversation about any issues /concerns - what worked well and what did not work well) (HCM).
- HCM to feedback on above conversation to Line Manager.
- Career pathing discussion with Line Manager (development plan should be agreed upon within first quarter) - identify any initial development needs.
- 3 months in – Line Manager feedback on new hire.
- Discuss development opportunities and their future.
- Shared vision articulated and team engagement/alignment is agreed upon.
- Action plans are in place to support execution of early wins.
- Alliances are in place to support early wins.

F.   **Monitoring and evaluation**

On-boarding Interviews

On boarding interviews / feedback will be conducted at 3 month and 6-month intervals post-employment to assess the employee's progress and concerns and to address issues pro-actively with the relevant party through line management.

On-boarding Presentations (to be done quarterly when new employees have been brought on board unless it is a mission critical position which requires a customized on-boarding intervention to ensure effective engagement from the outset and cannot wait for a quarterly presentation)

Day 1

Time	Activity/Subject	Responsibility
	PEO's Office • Welcome to the GEPF • The GEPF business • Overview of the GEPF with major stakeholders • Legal Mandate • Organisational Structure overview	Principal Executive Officer
	BOARD SECRETARIAT • Board composition • Committees • Governance • Ethics Management	Company Secretary
	INVESTMENT AND • Investment Mandate • Responsible Investing • Relationship with PIC	Head: Investments Unit
	ACTUARIAL SERVICES • GEPF Liabilities • Benefits and Administration • Actuarial Valuation Methods • Relationship with GPAA	Head: Actuarial and Benefits Administration
	CORPORATE SERVICES • Legal and Compliance o The GEPF Legal Framework o Litigation • Facilities • Security	Head: Corporate Services Legal and Compliance Manager

Time	Activity/Subject	Responsibility
	HUMAN CAPITAL MANAGEMENT • HC Administration o Organizational Structure o Conditions of Service o HR Policy Manual o Overview of the Organisation ▪ Its history, o Values and Culture o ESS / ERP • Employee Relations o Disciplinary Procedure o Incapacity/Grievance procedure/policy • Organisational Development o Performance Management o Job profiling, design and structure o • Learning and Development o Learning and development Strategy o Continuation of Study Policy o Learning and development plans • Remuneration o Salary structure o Employee Benefits	HCM
	• Employee Wellness Services o EAP o Benefits for employees o SHE Reps o First Aiders o Fire Marshals o Evacuation Plan and Emergency Exits o Assembly Points	HCM and SHE Reps

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1.   **On-boarding Questionnaire No 1 (one month post-employment)**

PURPOSE

The purpose of this interview form is to afford the HCM unit an opportunity to discuss with the new employee regarding his/her experiences in the new job at GEPF after the first month of employment, and to assist the GEPF in improving its on-boarding processes where necessary.

Information of the new employee

Name:…………………..……   Appointment date: …………….……….
Line Manager: …………………   Unit/Department…………………………
Facilitator:…………………………

No	Question	Response
1.	Were the objectives of the on-boarding programme clearly explained to you?	
2.	How would you rate the knowledge and learnings after the on-boarding programme (good/average/poor) and do you think it was necessary to attend the on-boarding programme?	
3.	Was the overall reception on arrival a positive experience for you and did you get the impression that the GEPF had prepared well for your arrival?	
4.	Did you have a buddy assigned to you and does your buddy look after you?	
5.	Was your workstation well prepared and did you have everything that is needed to start working?	
6.	If you required some level of accommodation for a disability, did the GEPF and the Unit provide reasonable accommodation?	
7.	Were you introduced to all members of your new team?	
8.	What is your opinion of the on-boarding presentations and what in your view can be improved on?	

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No	Question	Response
9.	Professionalism and appearance (good/average/poor)?	

No	Question	Response
10.	Have you gained sufficient understanding of the expected level of performance and what is expected of you in this new position?	
11.	Is the job what you expected it to be and is the job content as described during the selection process aligned with what you actually do?	
12.	Do you receive the necessary support from your line manager and is your line manager easily accessible?	
13.	Do you envisage having a long-term career at the GEPF?	

Comments

14. Indicate any topic covered that you found particularly beneficial.
…………………………………………………………………………..
…………………………………………………………………………..
…………………………………………………………………………..

15. Indicate any topic covered that you found of relatively little value and irrelevant.
…………………………………………………………………………..
…………………………………………………………………………..
…………………………………………………………………………..

16. Any other comments
…………………………………………………………………………..
…………………………………………………………………………..
…………………………………………………………………………..

SIGNATURE (EMPLOYEE):…………………………………………………………..

DATE………………………………

SIGNATURE (HC MANAGEMENT):…………………………………………………

DATE………………………………

2. On-boarding Questionnaire No 2 (Three months post-employment)

PURPOSE

The purpose of this interview form is to afford the HC unit an opportunity to discuss with the new employee regarding his/her experiences in the new job at the GEPF 3 months post-employment, and to assist GEPF in improving its on-boarding processes where necessary.

Information of the new employee

Name:……………………..……   Appointment date: ………………………
Line Manager: ……………………   Unit/Department……………………………
Facilitator:…………………………

No	Question	Response
1.	Now that you have been at the GEPF for 3 months already, do you regard the GEPF as a warm/friendly and welcoming environment?	
2.	Having made the decision to accept this appointment, are you still happy with your decision to join the GEPF?	
3.	Did you at any stage think that you had made a mistake by joining the GEPF? If so why?	
4.	What has been your overall experience during the past three months?	
5.	Do you have a good understanding of the job requirements of the position you occupy?	
6.	If you required some level of accommodation for a disability, did the GEPF and the Unit provide reasonable accommodation and were you treated with the necessary sensitivity and professionalism at all times?	
7.	Are you coping with the job appointed into, and has the necessary support been provided by the line manager?	

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No	Question	Response
8.	Do you have a mutually agreed to performance plan and development plan in place?	
9.	Do you truly feel part of the team/unit you operate in?	
10.	Do you find the work fulfilling and in your opinion are you adding value?	
11.	Have you had any formal or informal training yet? Please list these.	
12.	Do you have a good relationship with your colleagues and line manager? If not, then what should be addressed to improve these relationships?	
13.	Do you still have a positive relationship with your buddy/coach and what do you think of this approach to assigning a buddy to you upon appointment?	
14.	After being at the GEPF for three months, do you have any suggestions to improve the on-boarding process?	

Comments

15.   Any other comments

……………………………………………………………………………….

……………………………………………………………………………….

……………………………………………………………………………….

SIGNATURE (EMPLOYEE):……………………………………………………..

DATE…………………………….

SIGNATURE (HC MANAGEMENT):…………………………………………….

DATE…………………………….

3.   On boarding Questionnaire No 3 (6 months post-employment)

PURPOSE

The purpose of this interview form is to afford the HCM unit an opportunity to discuss with the new employee regarding his/her experiences in the new job at GEPF after the first 6 months of employment.

Information of the new employee

Name:……………………..……   Appointment date: ………………………
Line Manager: ……………………   Unit/Department………………………………
Facilitator:…………………………

No	Question	Response
1.	After 6 months in your new job at the GEPF, how do you describe your overall experience during the past 6 months? What did you enjoy most and what did you enjoy least about this experience?	
2.	Are you still happy with your decision to join the GEPF? If not then what should be done to address any unhappiness you may have? If yes, what particularly about the GEPF makes you feel that you have made the right decision?	
3.	Are you coping well with the job you have been appointed into, and has the necessary line and organizational support been provided to you? Is there anything that could be improved on to ensure that you cope more effectively?	
4.	Have you and your line manager had a formal performance discussion and career development plan post-employment? Are you satisfied with the manner in which it was conducted?	
5.	Has your development/training plan been implemented to date - if so what have you been trained on?	
6.	Has your relationship with your colleagues/line manager changed in any	

No	Question	Response
	way during the past three months since the last interview was conducted? In which way (if any)?	
7.	Do you think that you have now been well socialized into the GEPF and that the on-boarding process has contributed valuably toward this?	
8.	How long did it take you before you felt productive in your new job?	1 week 1 month 3 months 6 months
9.	What was your best experience since joining the GEPF?	
10.	What was the biggest shock or discovery you have made about the GEPF since joining?	
11.	Do you envisage a long-term career at GEPF and what needs to be implemented to ensure your career aspirations are met?	

Comments

12. Any other comments

………………………………………………………………………………………….

………………………………………………………………………………………….

………………………………………………………………………………………….

SIGNATURE (EMPLOYEE):…………………………………………………………..

DATE…………………………………

SIGNATURE (HC MANAGEMENT):………………………………………………….

DATE…………………………………

4. On-Boarding Checklist

PURPOSE

This checklist is a guide to everyone involved in the on-boarding programme.

The employee carries it throughout the on-boarding process, and the person who covers each topic ticks in the appropriate boxes – then signs and dates the document next to the appropriate column.

Upon completion of the induction programme, the HCM unit will review and retain the checklists.

Name of New Employee:		Manager/Supervisor:	
Start Date:		Buddy:	
Position:		Unit/ Department:	

- **Letter to Employees**

Dear employee (Name of employee)

Welcome to the Government Employees Pension Fund family. We are pleased that you have joined our organization.

We look forward to having you on board and being part of our team. It is important that you fit into our team, are comfortable and ready to start being productive and value adding as soon as possible.

- **Security Requirements**

Dear Manager

This is a guide to on-boarding employees into the GEPF.

We recommend that you take employees throughout the information mentioned below.

- Access requirements
  - Access card
  - After hours/weekend access
  - Security risk
- Health and Safety issues
  - Office orientation and evacuation plan
  - Assembly points
  - SHE Reps
  - First Aider
  - Fire Equipment
  - Emergency exits

- **Meet the Manager**

Dear Manager

This is a guide to on-boarding employees into the GEPF.

Kindly complete (tick) and return to the employee.

The departmental on-boarding is the responsibility of the manager.

You are requested to assign one employee as a buddy to your new employee.

Only high performing and highly positive employees should be selected as buddies to ensure that the new employee's orientation to the GEPF is a positive and enlightening experience.

We will also require the employee to attend the on-boarding presentations which are scheduled to take place soon.

- ☐ Manager introduced and welcomes the employee/s
- ☐ Roles define
- ☐ Reporting lines defined
- ☐ Relationships defined
- ☐ Contract of employment signed.
- ☐ Service Level Agreements with other units and external stakeholders established where   relevant.

- **Human Capital Administration**

- ☐ Personal Information Forms Completion
- ☐ Provident Fund Forms Completion
- ☐ Nomination Forms Completion
- ☐ HC Policies
- ☐ Pay day
- ☐ Salaries structuring
- ☐ Banking Details

- **Meeting the Buddy**

Dear Buddy

You have been selected to be a buddy of the new employee joining your Unit/department.

You are requested to assist the joining employee for one month in the following:

- ☐ Facilities location
- ☐ Time table
  - o Start time
  - o Finish time
  - o Breaks and lunch time
- ☐ Phone and Data Management policy
- ☐ General sense of GEPF Culture (i.e. how things are done here, communications, interrelations etc.)

- **ESS/MSS**

Employee Self-Service is the system that is used by employees to apply for leave and Managers Self-Service is used by managers to approve leave for their subordinates.

- **On-boarding Follow-up**

On-boarding interviews take place at the following intervals following the employment process, and will be conducted in partnership with the HCM Unit upon completion of the 1st month, the 3rd month and the 6th month of employment. The on-boarding interview is a valuable tool to assess the new employee's socialization and integration into the GEPF.

It enables the HCM Unit to determine whether there are issues which require some intervention to resolve them and at the same time assess the integration of the process with the performance management process as well as the developmental needs of the employee to ensure that the employee is highly effective and productive from the outset.

Comments:

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EMPLOYEE SIGNATURE

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HC OFFICIAL SIGNATURE