

Employment Health Questionnaire Work Flow

STAGE 1 (MyCority)



- **Recruiter** completes *Employee Registration Form* in MyCority (including selecting the appropriate PPQ for the applicant to complete where more than 1 exists).
- Skeleton Employee Registration Record Auto-Created.

STAGE 2 (MyCority)

- Auto-email sent to **Applicant** containing welcome & instructions.
- **Applicant** self-registers for MyCority via embedded email link.
- **Applicant** then accesses MyCority to complete assigned Pre-Placement Questionnaire (PPQ).

STAGE 3

- Pre-Placement Questionnaire is received by Occupational Health.

STAGE 4

- Pre-Placement Questionnaire is triaged by OH Clinician.
- Where a follow up Appointment is needed, OH Clinician will request an appointment to be booked.
- Once able to clear, OH Clinician updates clearance status.
- Pre-Placement clearance issued.