



Your onboarding journey has begun. This Quick Reference Guide explains the next steps to ensure you move smoothly between your current and new role.

## myhub For You Today files

Your Mandatory Information is due now. If you haven't already completed it, here's how:

1

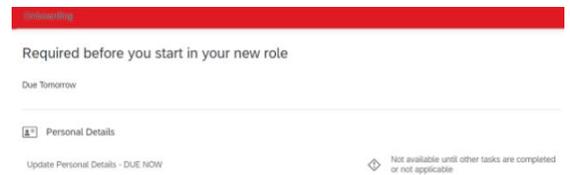
Click the Mandatory Information – Required before you start in your new role tile on the myhub dashboard.

### For You Today



2

Select Personal Details to review and complete your details. You can edit information previously supplied.



## myhub Links For You files

You've already found your way to the Next Steps & Help tile. Other onboarding tiles include:

- Getting Ready for Day 1 – get to know your team and site
- Welcome Aboard! – read the welcome note from your new line manager

## Day 1 in your new role

From day 1 in your new role, you'll be able to:

- Complete any assigned learning relevant to your new role in the Learning Hub.
- Order your new uniform (if required) via mycoles (or if you work in a DC, your manager will order your uniform for you).
- If you're moving between brands or locations, your manager will arrange appropriate induction activities.