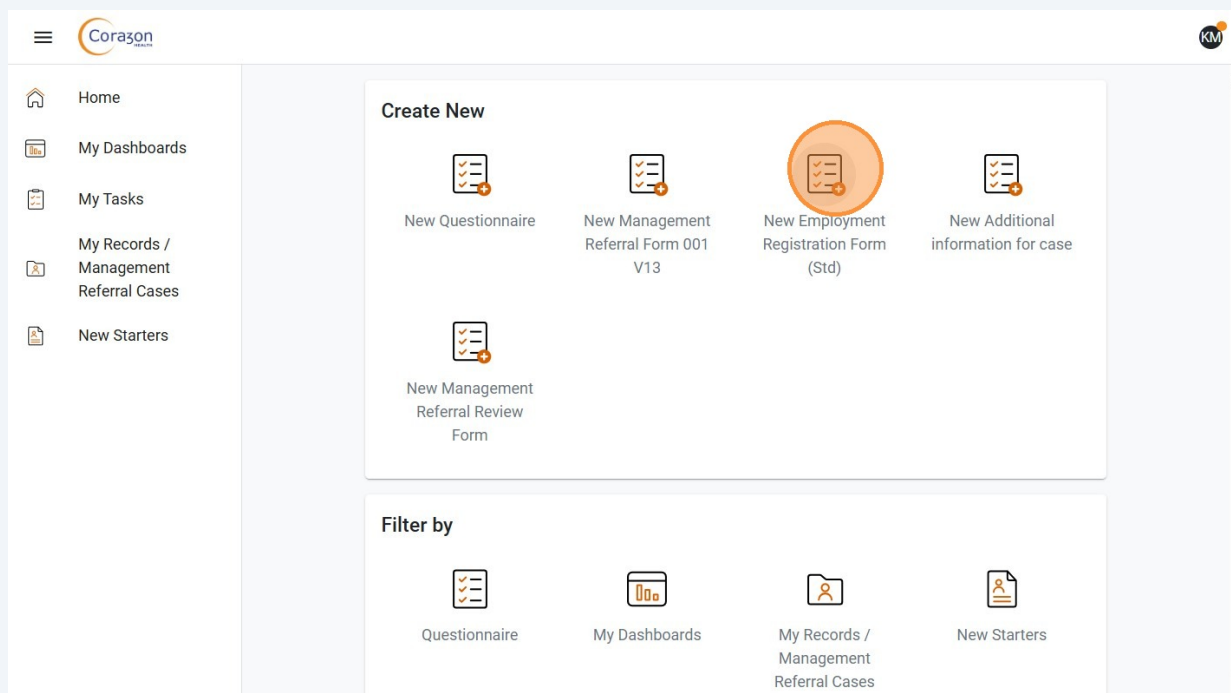


How to complete a New Starter Questionnaire V2

- 1 Navigate to the Cority website and login.

Link: <https://corazonhealth.my.cority.com/#/login>

- 2 Please click 'New Employment Registration Form (Std)'.



3 Please click to search for the employee.

The screenshot shows the 'Employment Registration Form (Std)' in a web application. The left sidebar contains navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main form area has a header with 'Cancel', 'Delete', 'Save', and 'Submit' buttons. Below the header, there is a 'Details' section with 'PageID - COH-003605-c'. The 'Employee *' field is highlighted with a yellow background and a magnifying glass icon, indicating the search function. Below this are fields for 'Contact Type', 'HR/ Manager Name' (with a character count '0 / 4000'), and 'HR/ Manager Email'.

4 If they do not exist already, please create the employee.

To create a new employee, please click 'Add a new record'.

The screenshot shows the 'Employee' modal window. At the top, it says 'Employee' and 'MyCority Employee Picker (No Results)'. Below this is a table with columns: Full Name, First Name, Last Name, Employee #, Date Of Birth, Email, Employee Type, Post Title, Employee Location, Division, Site, and Department. Each column has a search icon. Below the table, it says 'No records available.' In the top right corner of the modal, there is a button labeled 'Add a new record' with a plus icon, which is highlighted with a magnifying glass.

5 Please enter the Employee's First Name and Last Name.

Please enter the Employee's Date of Birth. This can be manually entered or added using the calendar by selecting the calendar icon. Date of Birth is mandatory as we require it as an identifier.

The screenshot shows the 'Add an Employee' form in the 'Applicant Demographics Portal'. The form is titled 'Applicant' and includes a sidebar with navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main form area contains the following fields:

- First Name ***: A text input field with a character count of 0 / 210. It is highlighted with an orange circle.
- Last Name ***: A text input field with a character count of 0 / 150.
- Date Of Birth ***: A date input field with a placeholder 'dd/MM/yyyy' and a calendar icon. Below the field is the text 'DD/MM/YYYY'.
- Employee Type ***: A search input field with a placeholder 'Search for...' and a magnifying glass icon.
- Personal Email ***: A text input field with a character count of 0 / 250.
- Mobile ***: A text input field with a character count of 0 / 24.

At the bottom of the form, the text 'PageID - COH-003661' is displayed. The top right corner of the form has buttons for 'Cancel' and 'Save and Close'.

6 Please click on 'Employee Type'.

The screenshot shows the 'Add an Employee' form in the 'Applicant Demographics Portal'. The form is titled 'Applicant Demographics Portal' and includes a sidebar with navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main form area contains the following fields:

- Date Of Birth ***: A date input field with a placeholder 'day/month/year' and a calendar icon. Below the field is the text 'DD/MM/YYYY'.
- Employee Type ***: A search input field with a placeholder 'Search for...' and a magnifying glass icon. It is highlighted with an orange circle.
- Personal Email ***: A text input field with a character count of 0 / 250.
- Mobile ***: A text input field with a character count of 0 / 24.

At the bottom of the form, the text 'PageID - COH-003661' is displayed. The top right corner of the form has buttons for 'Cancel' and 'Save and Close'.

Below the main form area, there is a section titled 'Employment Details' which includes the following fields:

- Employment Structure ***: A dropdown menu with the text 'Please select Org Structure (DEFAULT)' and a menu icon.
- Employer**: A text input field.

7 Please select the 'Employee Type' (E.g. Permanent).

The screenshot shows a modal window titled "Employee Type" with a close button (X) in the top right corner. At the top left of the modal is a dropdown menu set to "All Active". Below this is a table with two columns: "Code" and "Description". The table contains the following rows:

Code	Description
COH-10	Student Placement / Intern / work
COH-12	Apprentice
COH-6	Temporary
COH-7	Permanent
COH-9	Fixed Term
CORZ-Contingent	Contingent Worker

At the bottom of the modal, there is a pagination bar showing "Items per page 20" and "1 - 6 of 6". The background shows the "Applicant Demographics Portal" interface with a sidebar menu containing "Home", "My Dashboards", "My Tasks", "My Records / Management Referral Cases", and "New Starters".

8 Please enter the Employee's Personal Email Address and the Employee's Mobile Number.

The screenshot shows the "Add an Employee" form in the "Applicant Demographics Portal". The form has a sidebar menu on the left with "Home", "My Dashboards", "My Tasks", "My Records / Management Referral Cases", and "New Starters". The main form area has a title bar with "Add an Employee", a back arrow, and a KM logo. Below the title bar are "Cancel" and "Save and Close" buttons. The form contains the following fields:

- Employee Type ***: A search bar with the placeholder "Search for...". Below it is a red error message: "Employee Type is required."
- Personal Email ***: A text input field with a red error message: "This field is required".
- Mobile ***: A text input field with a red error message: "This field is required".

Below these fields is the text "PageID - COH-003661". Under the "Employment Details" section, there is a field for "Employment Structure *" with a dropdown menu showing "Please select Org Structure (DEFAULT)". Below this are fields for "Employer" and "Division".

9

Please click on the Employment Structure button. This will display your organisational tree.

Please note, depending on your level of access you may have several divisions to pick from. Please ensure that you are selecting from the relevant Division/Site/Department.

← Add an Employee

Applicant Demographics Portal

Cancel Save and Close

0 / 250 0 / 24

PageID - COH-003661

Employment Details

Employment Structure *

Please select Org Structure (DEFAULT)

Employer

Division

Site

Department

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10

Please click on the Post Title button. This will display all post titles within your business structure set up.

Corazon Health - Head Office (SITE-2033)

Department

Corazon Health (DEP-5412)

Job Position Information

Post Title *

Search for...



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Version: myCority 2025.3.1 | Build: 2025.3.1.11_20260205.125742.2307775649_579606977b_wsc19

11

Click 'Save and Close'.

← Add an Employee

KM

Applicant Demographics Portal

Cancel

Save and Close



Site

Corazon Health - Head Office (SITE-2033)

Department

Corazon Health (DEP-5412)

Job Position Information

Post Title *

Employee (COH-11)



12 Under 'Contact Type', please select if you are HR or a Manager.

The screenshot shows the 'Contact Type' dropdown menu open, with 'HR' and 'Manager' as options. An orange circle highlights the 'HR' option. The form is titled 'PageID - COH-003605-c' and includes a search bar for 'Employee *'. Below the dropdown is a text field for 'HR/ Manager Email' with a character count of '0 / 4000'. At the bottom, there is a note: 'Please provide a PO number for this questionnaire (please put n/a if your organisation does not use PO numbers) *' followed by a yellow search bar.

13 Please enter your Name and Email Address.

The screenshot shows the 'My Tasks' page with the 'Employment Registration Form (Std)' open. The form has a title bar with 'Cancel', 'Delete', 'Save', and 'Submit' buttons. The first field is 'HR/ Manager Name' with a character count of '0 / 4000', highlighted by an orange circle. Below it is the 'HR/ Manager Email' field with a character count of '0 / 4000'. At the bottom, there is a note: 'Please provide a PO number for this questionnaire (please put n/a if your organisation does not use PO numbers) *' followed by a yellow search bar. The left sidebar shows navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters.

14

Please enter the Purchase Order Number or unique order reference that should be quoted when invoicing this case if applicable.

If not required, please just put a full stop in the box (This box is a mandatory field).

The screenshot shows the 'My Tasks' page with a sidebar on the left containing links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area is titled 'Employment Registration Form (Std)' and includes buttons for Cancel, Delete, Save, and Submit. The form contains several fields: 'HR/ Manager Email', a text input field for a PO number (highlighted with an orange circle), a 'Select a Starter Questionnaire' dropdown, and an 'Attachments' section. The PO number field has a placeholder text: 'Please provide a PO number for this questionnaire (please put n/a if your organisation does not use PO numbers)'. The bottom of the page shows the text 'DK_MIGCOH_2496_CHL_TargetProd'.

15

Please click 'Select a Starter Questionnaire'.

This screenshot is identical to the one above, showing the 'My Tasks' page and the 'Employment Registration Form (Std)'. However, the orange circle is now placed over the 'Select a Starter Questionnaire' dropdown menu, indicating the next step in the process. The PO number field is no longer highlighted. The rest of the page content, including the sidebar, buttons, and footer, remains the same.

16 Please click 'Corazon New Starter Questionnaire'.

Please ignore the version number (E.g. v14).

The screenshot shows a web application interface with a sidebar on the left containing links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area is titled 'Employment Registration Form (Std)' and includes buttons for Cancel, Delete, Save, and Submit. A modal dialog box titled 'Select a Starter Questionnaire' is open in the center. It features a 'Data' dropdown menu, a table with columns 'Code' and 'Description', and a search bar. The table contains one entry: 'PPQ-416' with the description 'Corazon New Starter Questionnaire (v14)'. An orange circle highlights the text 'Corazon New Starter Questionnaire (v14)'. Below the table, there is a pagination control showing 'Items per page' set to 20, and '1 - 1 of 1'. At the bottom of the page, there is a footer with copyright information: '© 1994-2025 Cority | Powered by CorityOne™ | Privacy Policy' and a version/build string: 'Version: myCority 2025.1.1 | Build: 2025.1.2.1_20250409.054750.1759420533_50f8b738c6_wsc19'.

17 Click 'Save' to save the form.

The screenshot shows the 'Employment Registration Form (Std)' in a web application. The sidebar on the left has links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area has buttons for Cancel, Delete, Save, and Submit. The 'Save' button is highlighted with an orange circle. The form contains several sections: 'Details' with 'PageID - COH-003605-c', 'Employee *' with a search bar, 'Contact Type' with a dropdown menu set to 'HR', 'HR/ Manager Name' with a text input field, and 'HR/ Manager Email' with a text input field. The form is titled 'Employment Registration Form (Std)' and has a 'Cancel' button.

18

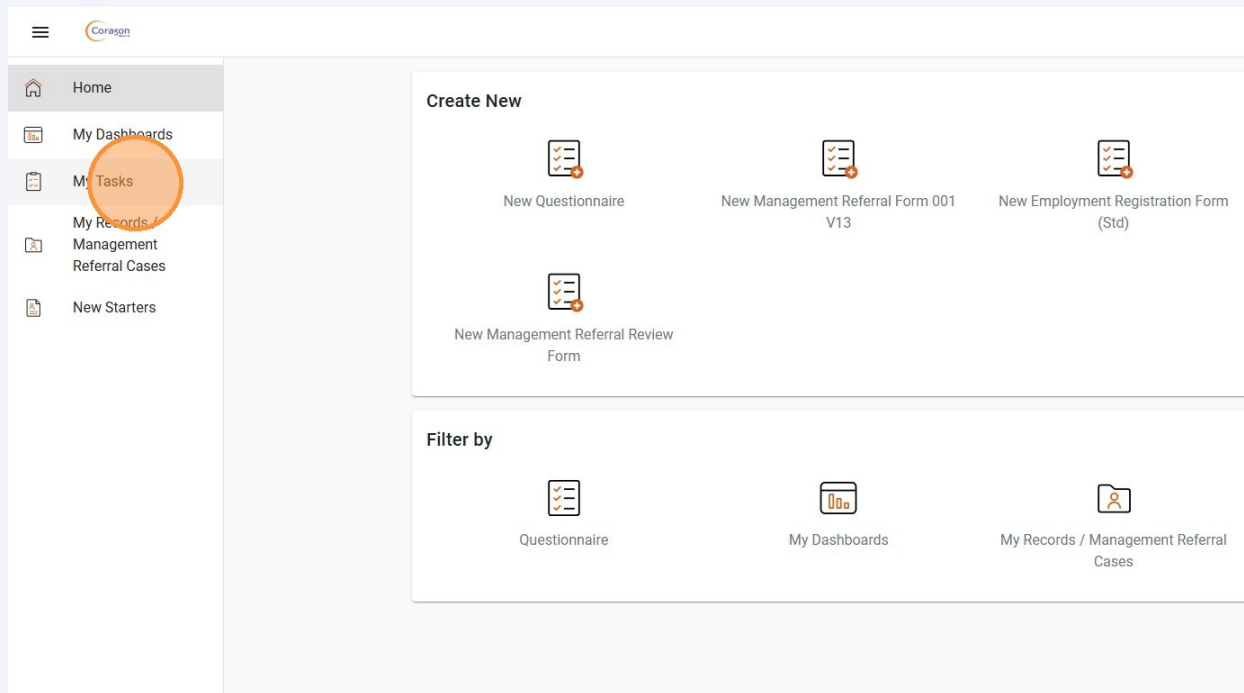
Once you have saved and are ready to send the New Starter Questionnaire to the employee, you will need to click 'Submit'.

The employee will then receive an e-mail with a link to complete the New Starter Questionnaire.

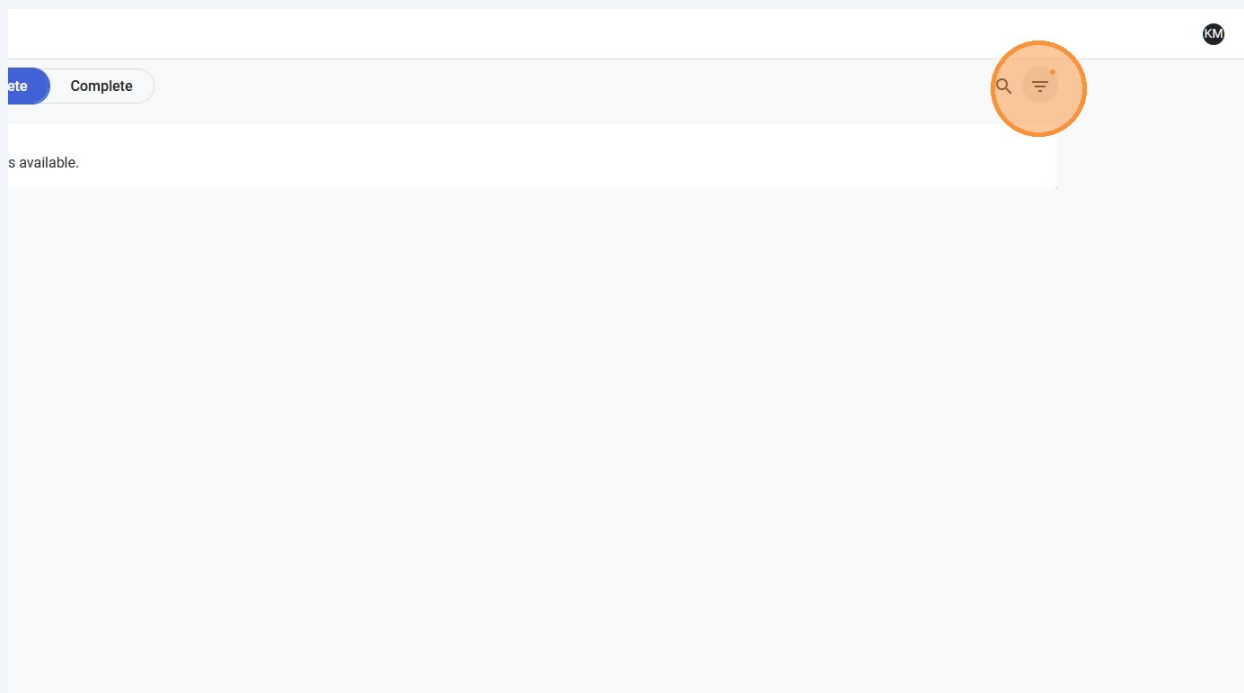
However, if you wish to save a New Starter Questionnaire before submitting and come back to finalise it at a later stage, click 'Save' instead of 'Submit'.

The screenshot shows a web application interface for 'My Tasks'. On the left is a sidebar with navigation links: Home, My Dashboards, My Tasks, My Records / Management Referral Cases, and New Starters. The main content area is titled 'Employment Register'. At the top of this section, there is a success message: 'Success Record Saved' with a green checkmark. Below this, there are several form fields: 'Details' (PageID - COH-003605-c), 'Employee *' (with a search bar), 'Contact Type' (dropdown menu showing 'HR'), 'HR/ Manager Name' (text input), and 'HR/ Manager Email' (text input). At the top right of the form, there are buttons: 'Cancel', 'Delete', 'Save', and 'Submit'. The 'Submit' button is highlighted with an orange circle. A small 'KM' logo is visible in the top right corner of the interface.

19 To locate the saved questionnaire, select 'My Tasks'



20 Select 'Incomplete' and click the filter icon.



21 Untick the 'Me' box.

ate Complete

s available.

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Type

☐ Questionnaire

Period

☐ Overdue

☐ Due in Next 7 Days

☐ Due in Next 30 Days

☐ Due in Next 60 Days

☐ Due in Next 90 Days

☒ Show all/No Period Filter

Assigned To

☒ Me

22 Select the case you wish to finalise and complete.

My Tasks

Home

My Dashboards

My Tasks

My Records / Management Referral Cases

New Starters

Incomplete Complete

Questionnaire
Due: NOW
Complete Employment Registration Form (Std)
Assigned To: Marlow, KAM
Started

Questionnaire
Due: NOW
Complete Employment Registration Form (Std)
Assigned To: Man, Test
Started

Questionnaire
Due: NOW
Complete Management Referral Form 001 V13
Started

Questionnaire
Due: NOW
Complete Management Referral Form 001 V13
Started

Questionnaire
Due: NOW
Complete Employment Registration Form (Std)

23 Add/amend any details required within the form.

My Tasks

My Records / Management Referral Cases

New Starters

PageID - COH-003605-c

Employee *

Marlow, KAM (E84923)

Contact Type

HR

HR/ Manager Name

23

HR/ Manager Email

123

Please provide a PO number for this questionnaire (please put n/a if your organisation does not use PO numbers) *

123

24 Then click 'Submit'.

The employee will then receive an e-mail with a link to complete the New Starter Questionnaire.

Employment Registration Form (Std)

Cancel Delete Save Submit

Details

PageID - COH-003605-c

Employee *

Marlow, KAM (E84923)

Contact Type

HR

HR/ Manager Name

123

HR/ Manager Email

123