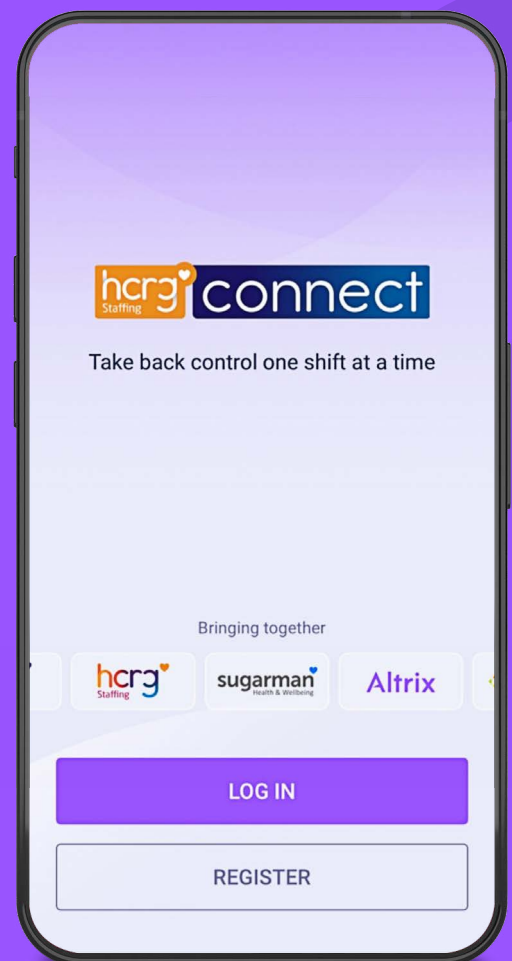


HCRG Staffing Connect Step-by-step guide

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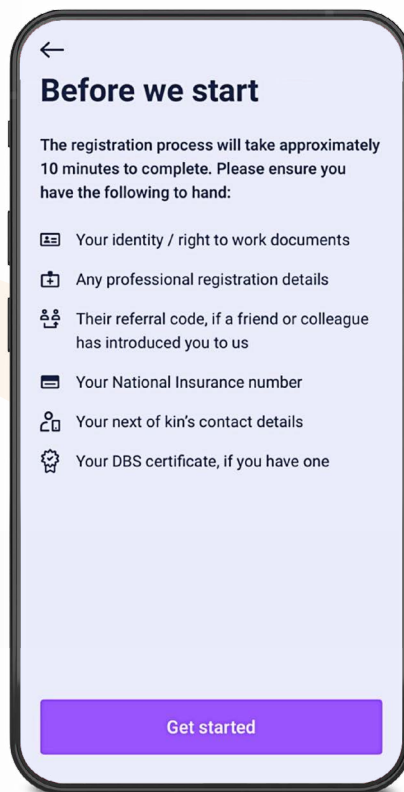
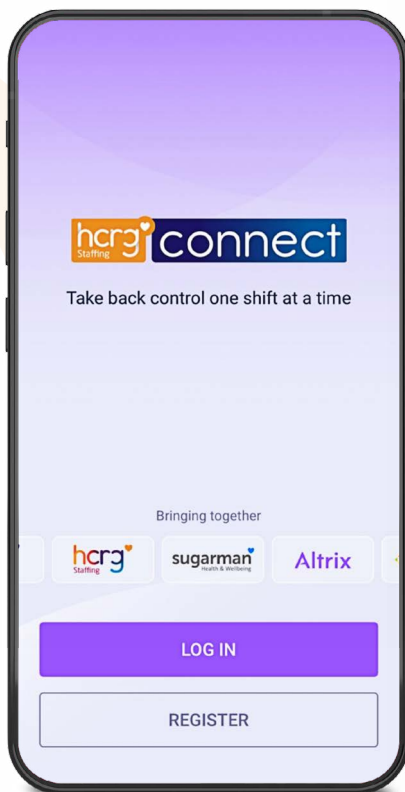


Registering on HCRG Staffing Connect

1. Visit the Android or iOS store and search HCRG Staffing Connect



2. Download the app
3. Once downloaded, open the app and select Register
4. Registering should take no more than 10 minutes to complete
5. Once you have completed the registration, a consultant will be in touch with you for more information



Never miss a shift or important updates



To make sure you never miss a shift or important updates, please ensure your notifications are turned on. You can do this by going to your device **Settings**, selecting the app, and enabling **Notifications**.

Notifications

To view recent app notifications, select Notifications at the bottom of the screen. Make sure your notifications are turned on, so you never miss important shift updates, new available shift alerts, or other key communications.

If you need any further assistance with HCRG Staffing Connect, or would like to provide any feedback, please contact your consultant.

My Schedule

On My Schedule, you can use the calendar to add your availability, view your booked and reserved shifts, and access your timesheets.

Viewing Booked Shifts, Reserved Shifts, and Timesheets

1. Booked shifts

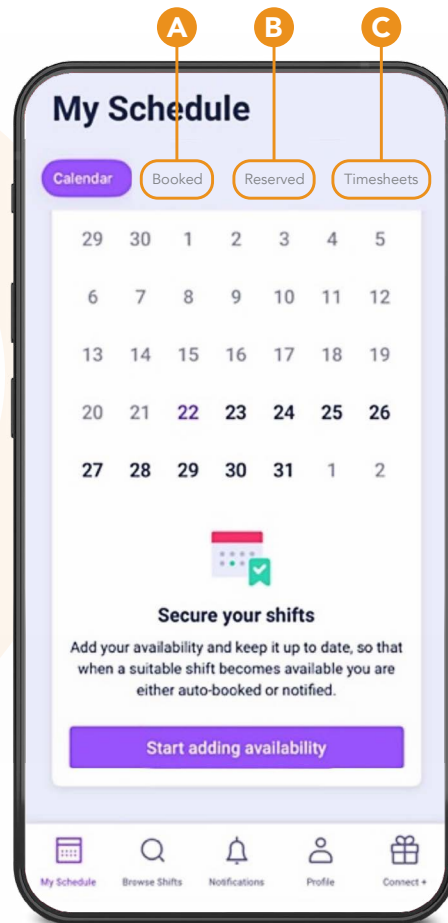
Go to My Schedule → Booked **A**

2. Reserved shifts

Go to My Schedule → Reserved **B**

3. Uploading Timesheets

Go to My Schedule → Timesheets **C** → Awaiting upload → Choose the shift you need to upload the timesheet for.



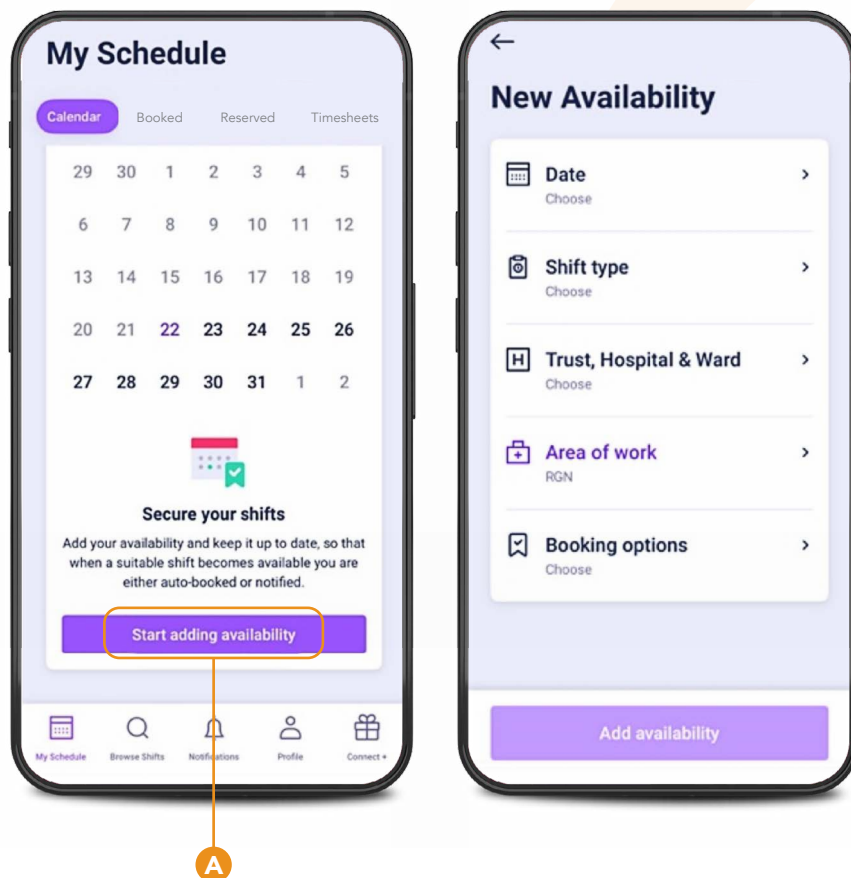
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Adding your availability

Open the app, and navigate to **My Schedule** → **Calendar**, select the date range you are available to work and click **Start adding availability** **A**.

Next, choose your preferences for:

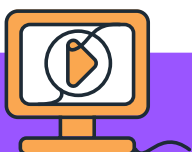
- **Shift type** (day, night, weekend, etc.)
- **Trust, hospital & ward** (where you want to work)
- **Area of work** (specialty or role)
- **Booking options:** notify me or auto-book (preferred)



Auto-Booking for more flexibility and peace of mind



Using the Auto-Booking function increases your chances of getting the shift you want, when you want, giving you even more flexibility and peace of mind.



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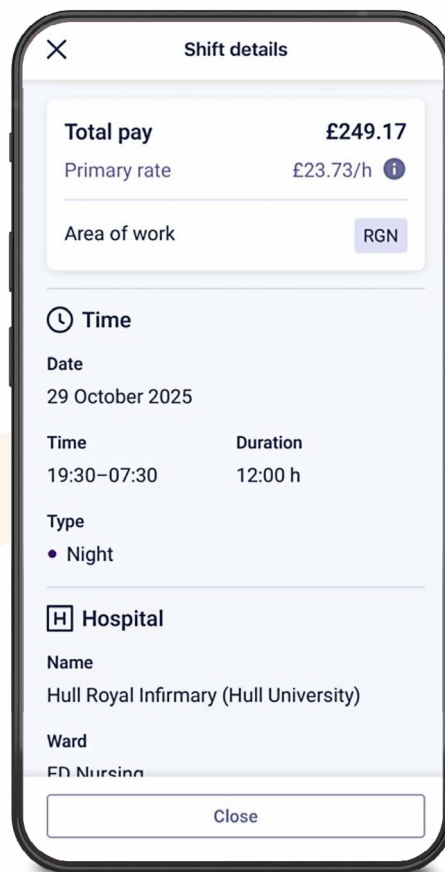
Browsing shifts

You can explore and book shifts directly in the app.

To do this:

1. Tap **Browse Shifts** at the bottom of the screen
2. Use filters to narrow your search: Date range, location, shift type, and which day(s) of the week.
3. Browse through available shifts and select the ones you want to apply for.

You can select **View Details** on any available shift to see the total pay, start time, duration, hospital, ward, and address for that shift. You'll also find a full breakdown of the shift details and pay.



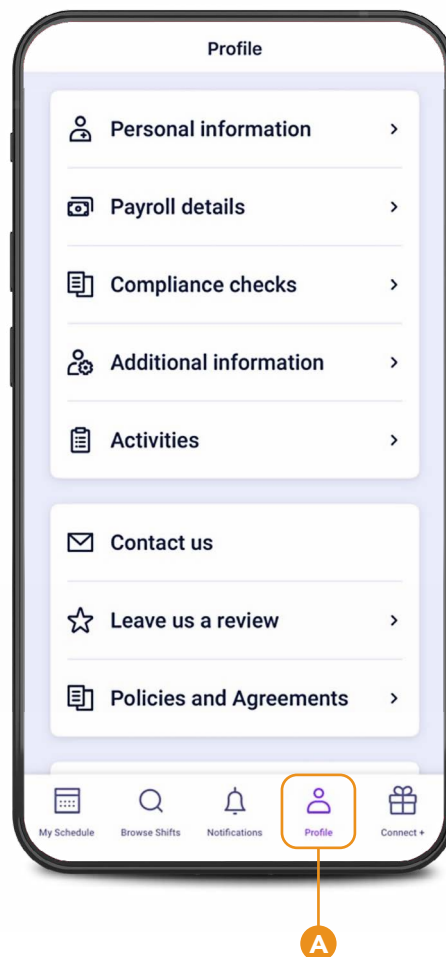
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Viewing your profile

To view your profile, please select 'Profile' **A** at the bottom of your screen.

Here you will be able to view and update the following:

- Completed and Cancelled shifts
- Compliance information
- Personal Information
- Payroll details
- Compliance checks
- Additional information
- Activities
- Contact us
- Leave a review
- Policies and agreements
(Member handbook, Revalidation handbook, AWR Policy, and more)



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Connect+

Connect+ rewards you for your hard work and dedication – so the more you work, the more you get.

To view and manage your loyalty programme, select **Connect+** at the bottom of the screen, which has three levels with different benefits:

Purple

After your first approved timesheet, receive a £250 "Refer a Friend" bonus.

Silver

After 40 approved timesheets, receive a £300 "Refer a Friend" bonus and £120 towards NMC registration.

Gold

After 120 approved timesheets, receive a £350 "Refer a Friend" bonus and £120 towards NMC registration.

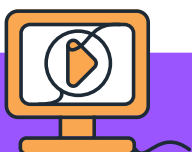
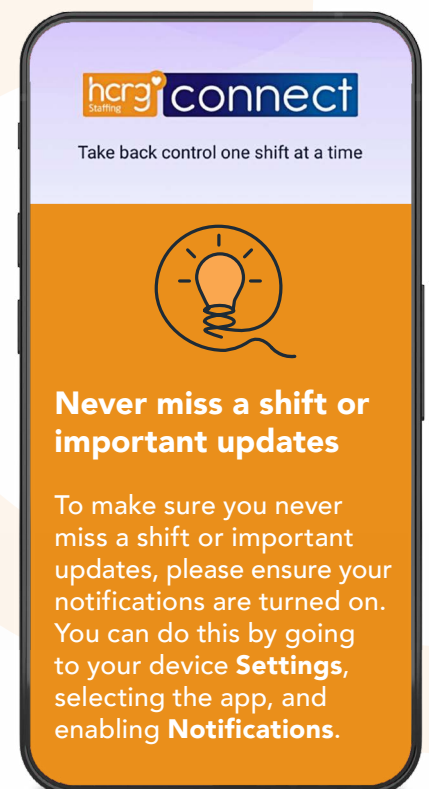
So that you can keep on track, we email you the total number of approved timesheets at the end of each month, along with other useful information.

Referrals

You Recommend a friend to HCRG Staffing Connect and, once they've worked their first shift, you could earn up to **£350**. There's no limit to how many people you can refer, we're always looking for new team members across the country.

To refer a friend, navigate to **Connect+**, and select **Referrals**.

Here you can send your personalised referral code to your friends. Once they register and complete their first shift using your code, you'll automatically receive your referral reward.



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