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Add a new starter in Kestrel HR

29 September 2026 · 13 steps

> Yellow box = click here. The magnified panel shows the same spot up close. Names, email addresses and other personal details in the pictures, and in steps marked “example”, are example data: when you do the task, use the real ones. Passwords and codes are never recorded or shown: when you do the task, enter your own.

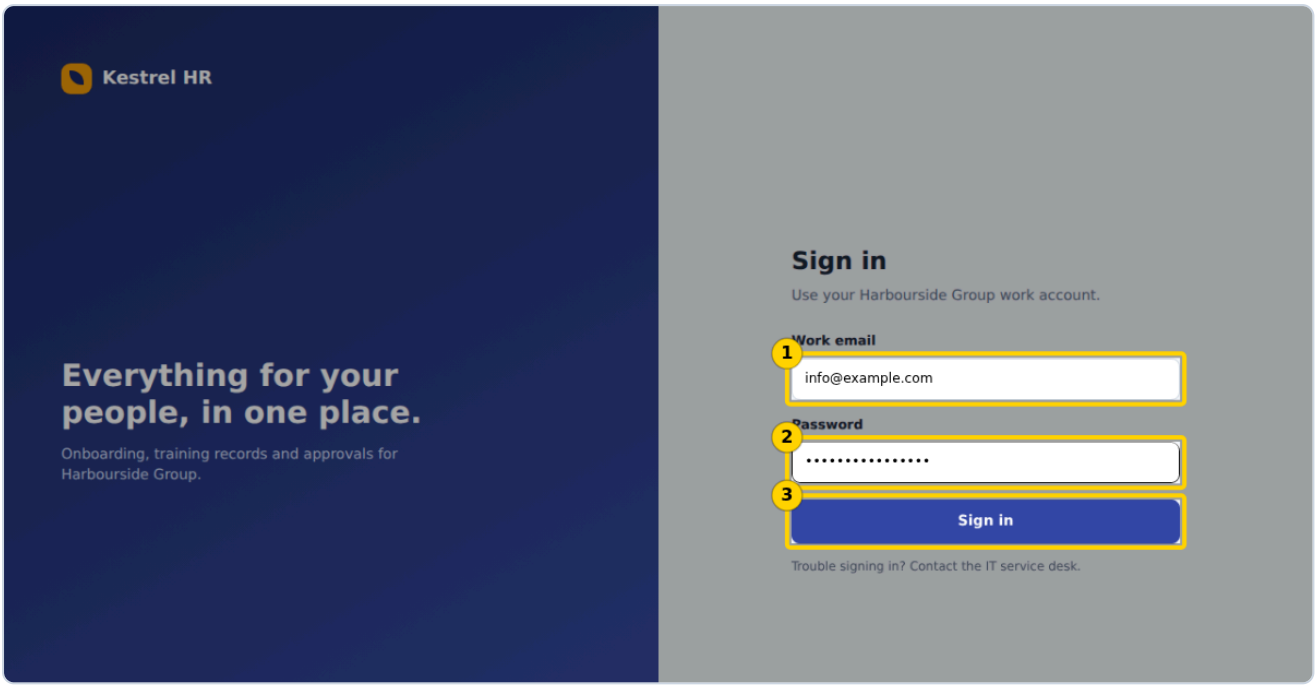
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Before you start

- You need the **HR Advisor** role in Kestrel HR.
- Have the signed offer letter to hand: the name, department and contract type must match it.
- Practise with test data only, never a real person's details.

Policy: Onboarding and induction procedure, v3.2

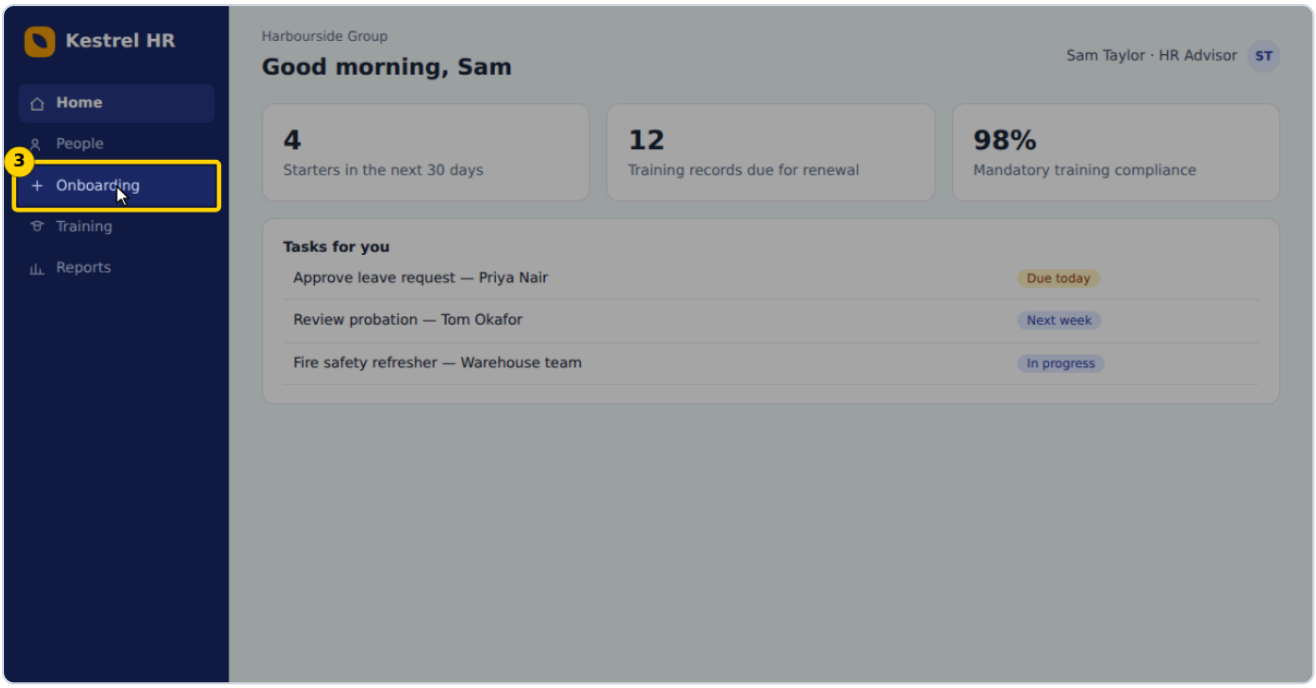
Step 2 — Complete the following steps



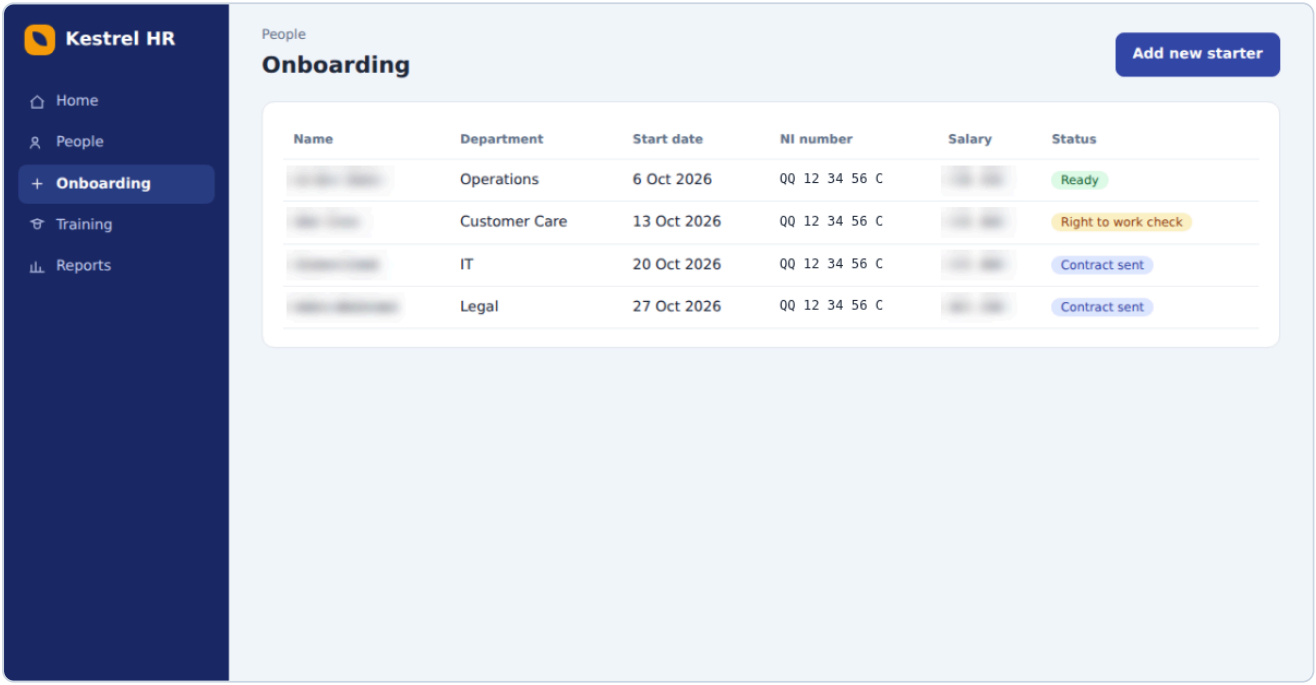
1. Enter the **Work email** (example: **info@example.com**)
2. Enter your **Password** (never recorded or shown)
3. Click the **Sign in** button

Sign in · Kestrel HR · http://hr.harbourside.example:8800/ · textbox · 29 Sept 2026, 11:53

Step 3 — In the menu, click Onboarding

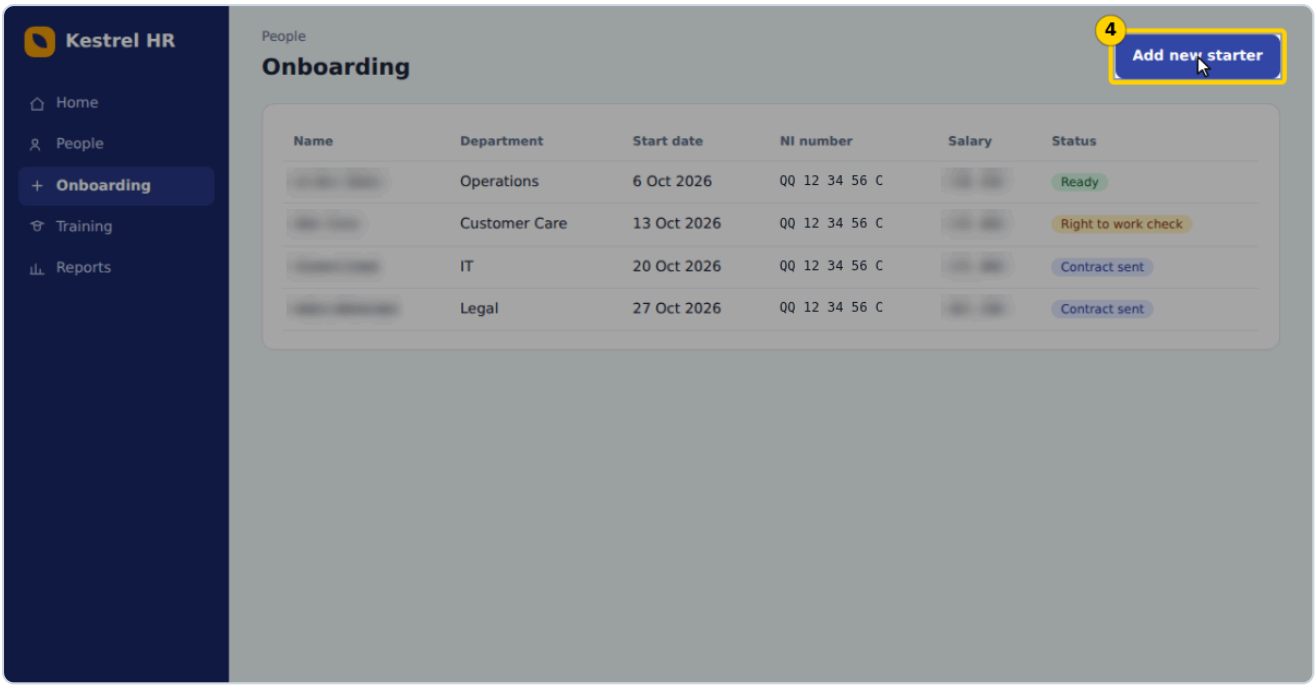


Step 3 · Result



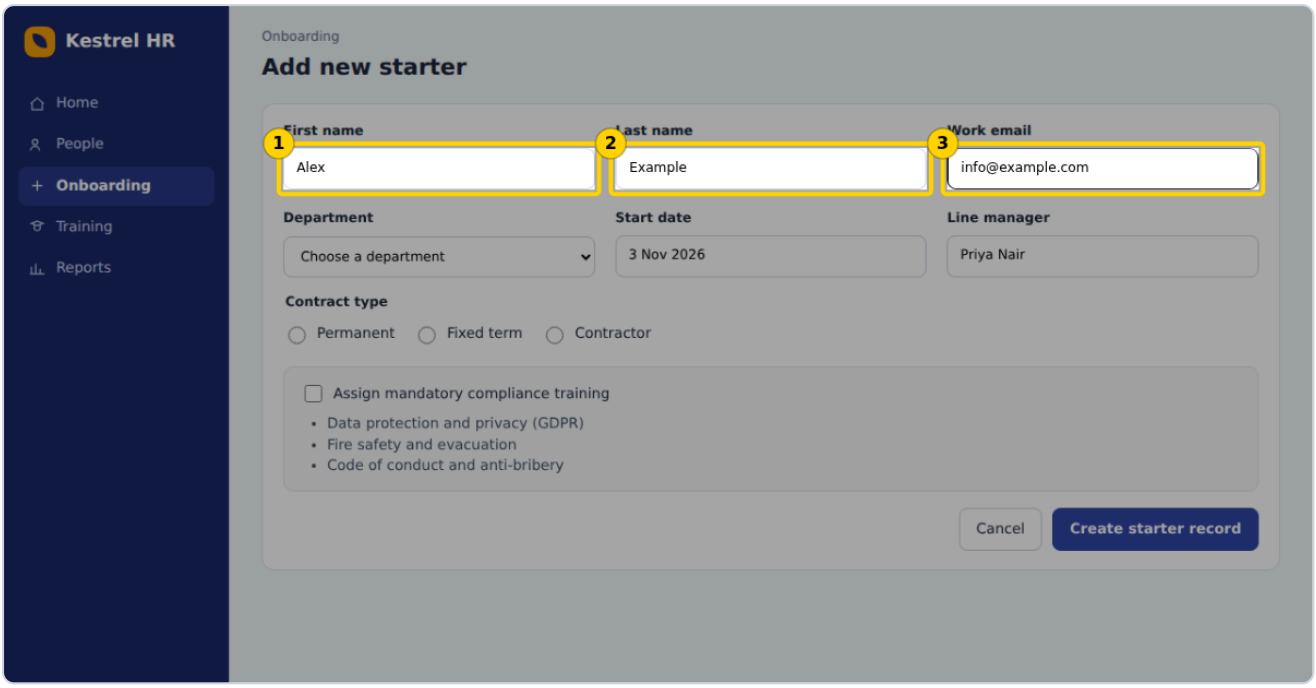
Home · Kestrel HR · http://hr.harbourside.example:8800/ · link · 29 Sept 2026, 11:53

Step 4 — Click the Add new starter button



Onboarding · Kestrel HR · http://hr.harbourside.example:8800/ · button · 29 Sept 2026, 11:53

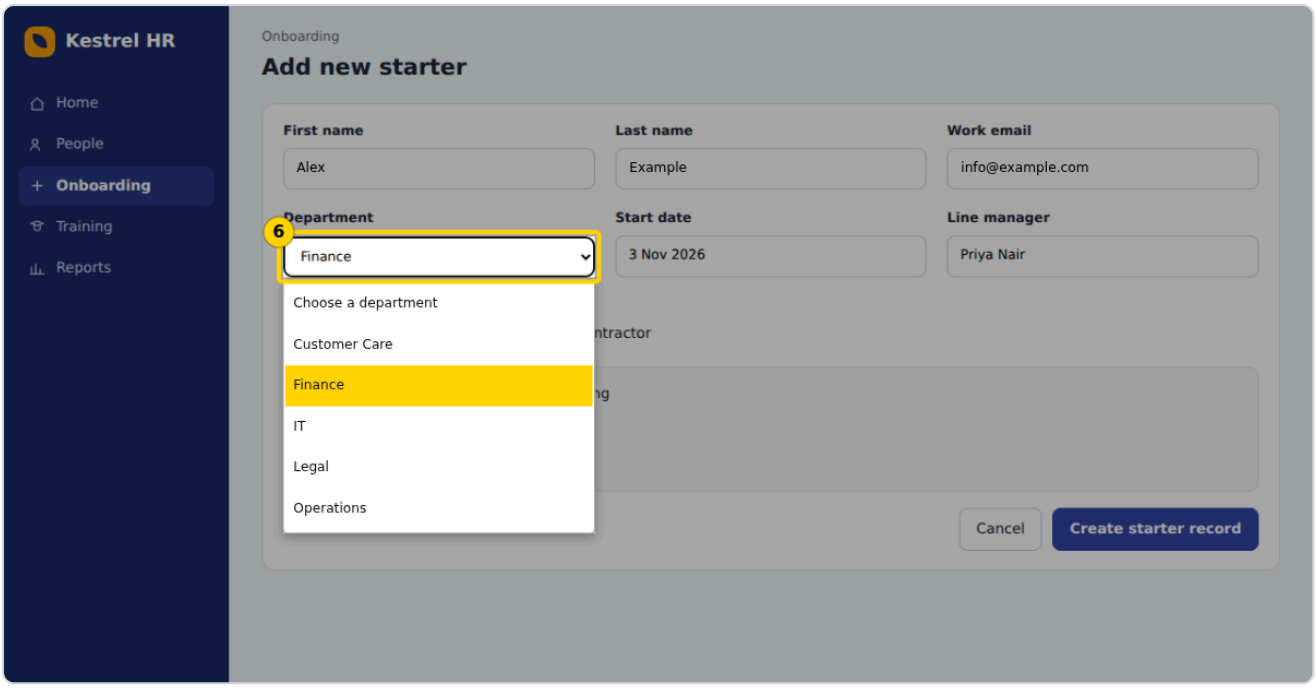
Step 5 — Complete the following steps



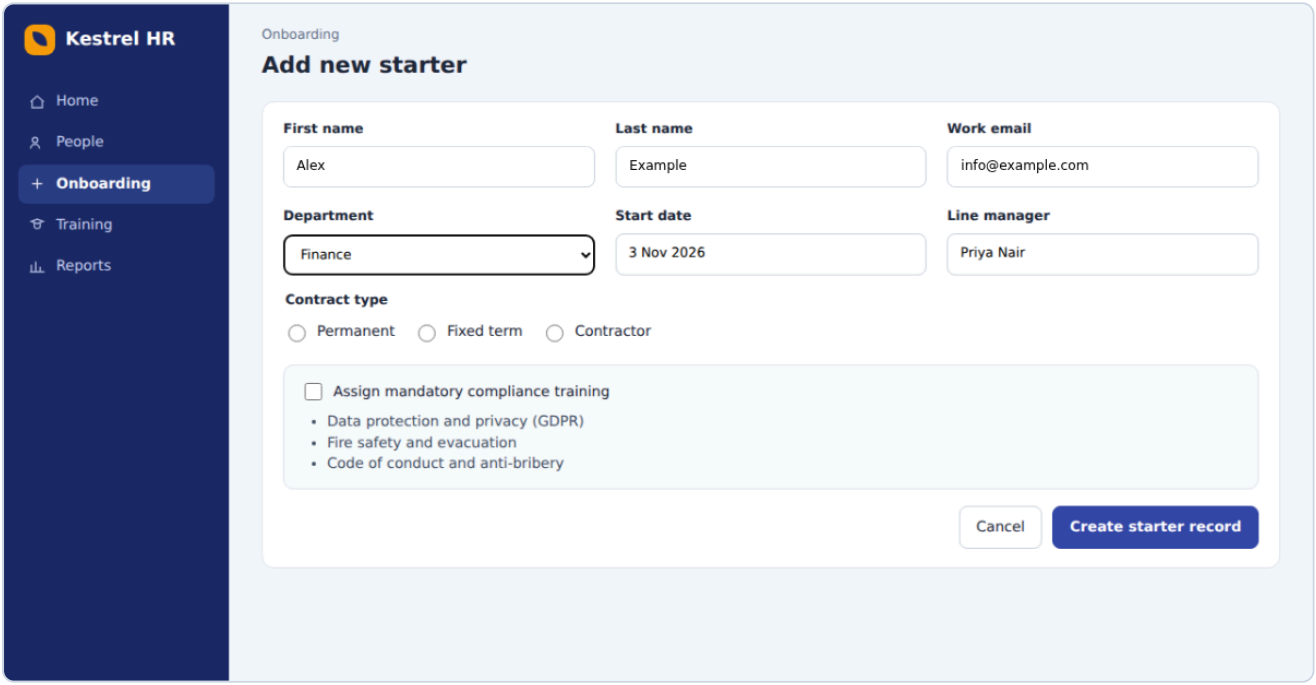
1. Enter the **First name** (example: **Alex**)
2. Enter the **Last name** (example: **Example**)
3. Enter the **Work email** (example: **info@example.com**)

Add new starter · Kestrel HR · http://hr.harbourside.example:8800/ · textbox · 29 Sept 2026, 11:53

Step 6 — Choose Finance from Department

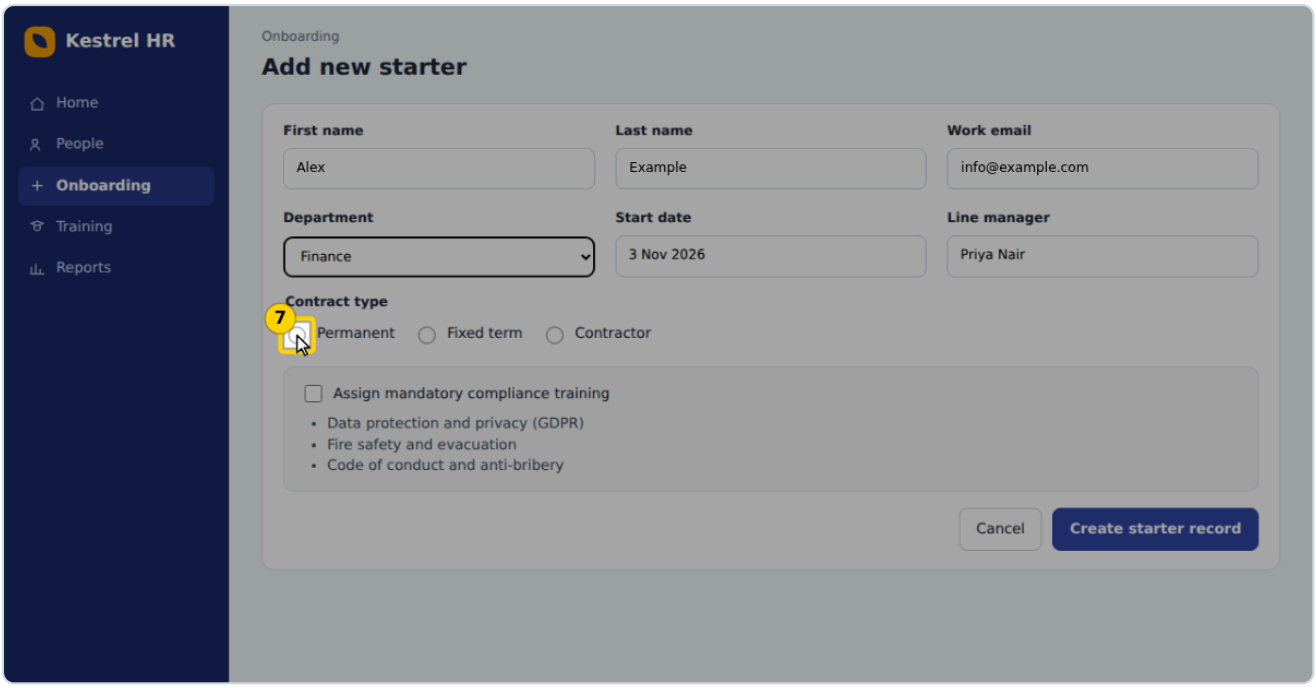


Step 6 · Result



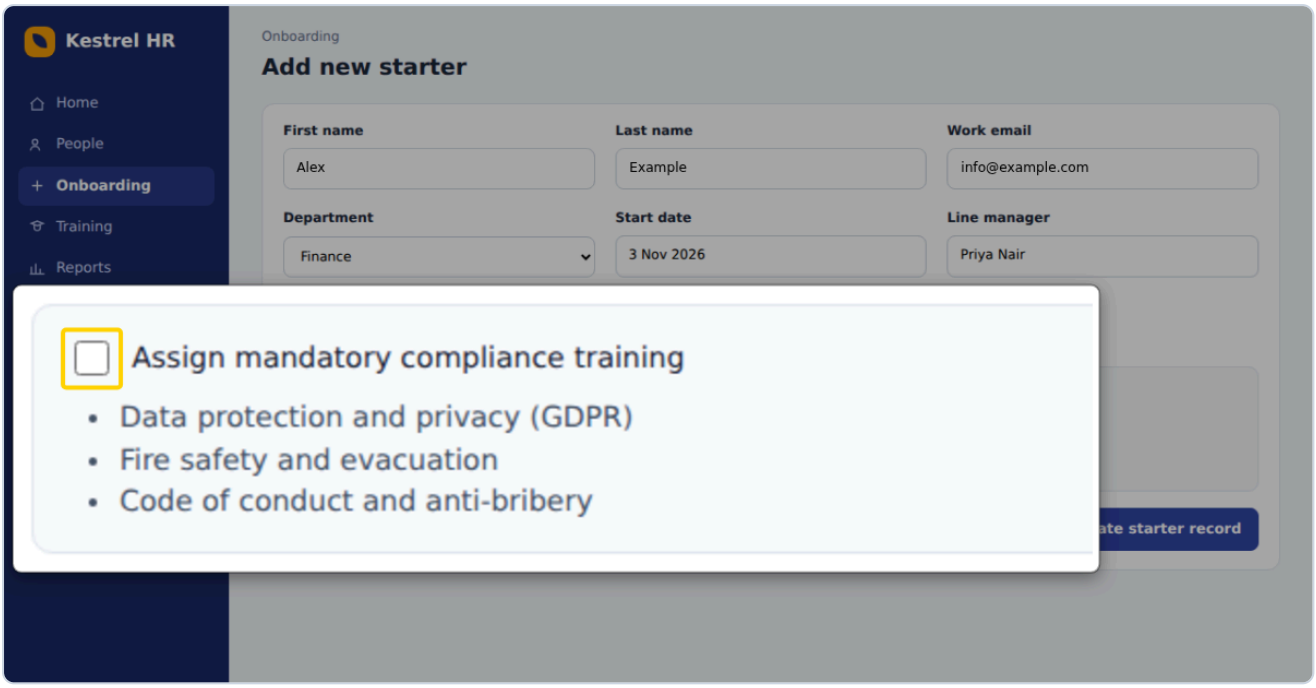
Add new starter · Kestrel HR · http://hr.harbourside.example:8800/ · combobox · 29 Sept 2026, 11:53

Step 7 — Under Contract type, select Permanent



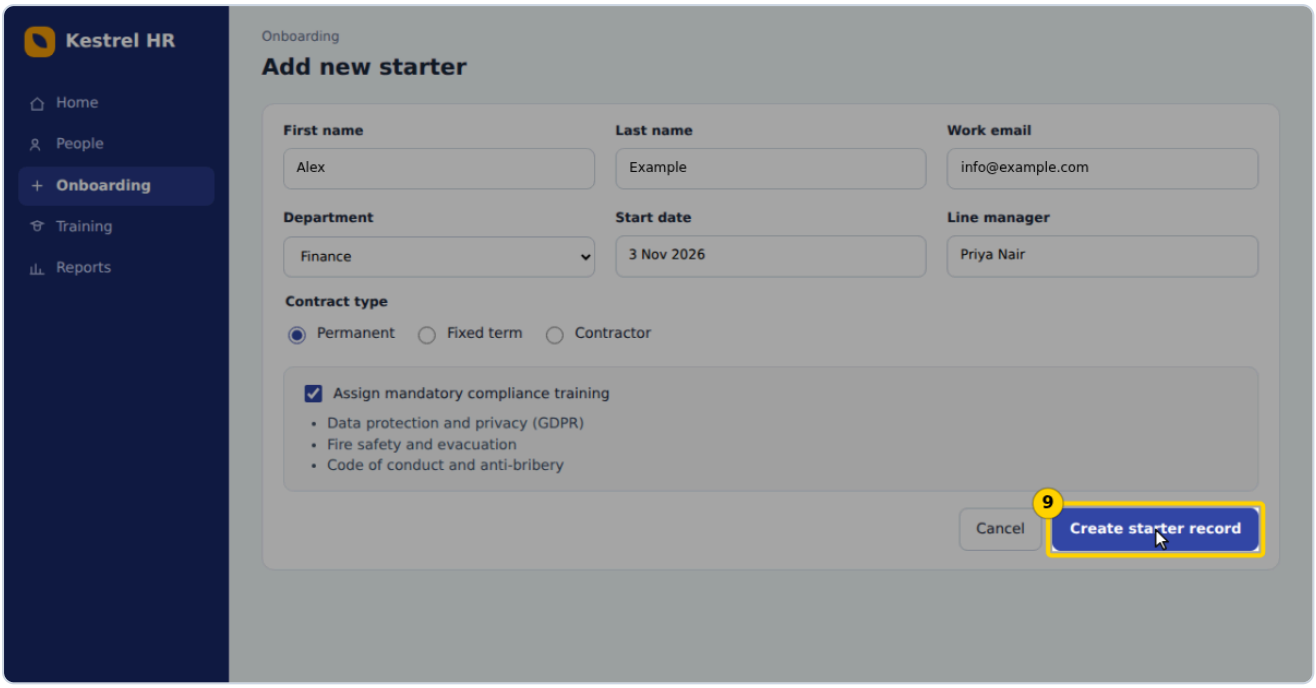
Add new starter · Kestrel HR · http://hr.harbourside.example:8800/ · radio · 29 Sept 2026, 11:53

Step 8 — Tick Assign mandatory compliance training



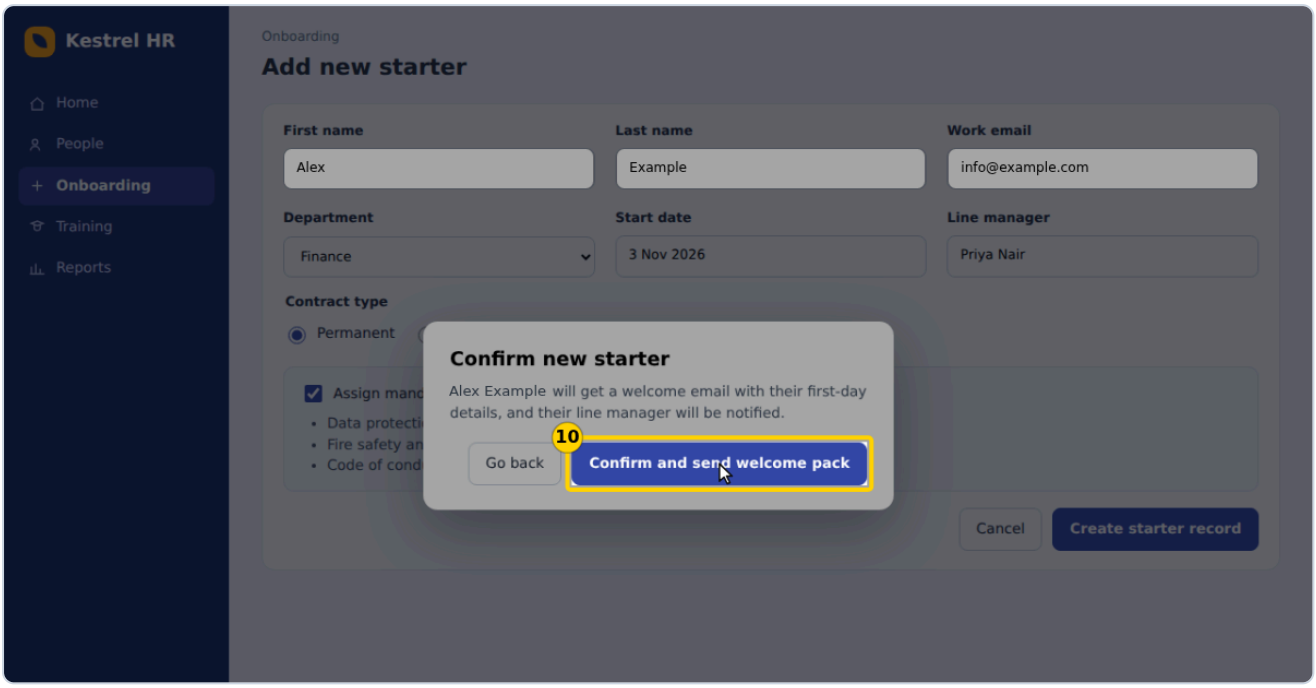
Add new starter · Kestrel HR · http://hr.harbourside.example:8800/ · checkbox · 29 Sept 2026, 11:53

Step 9 — Click the Create starter record button



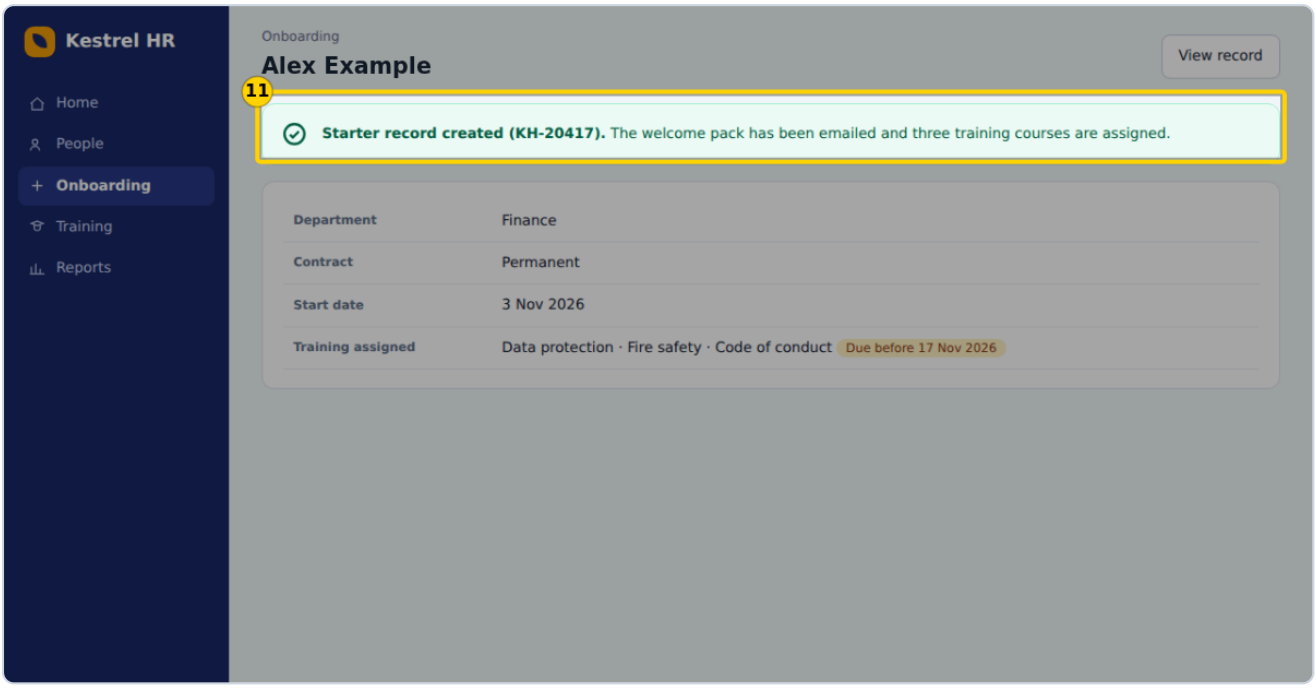
Add new starter · Kestrel HR · http://hr.harbourside.example:8800/ · button · 29 Sept 2026, 11:53

Step 10 — In the Confirm new starter dialog, click Confirm and send welcome pack



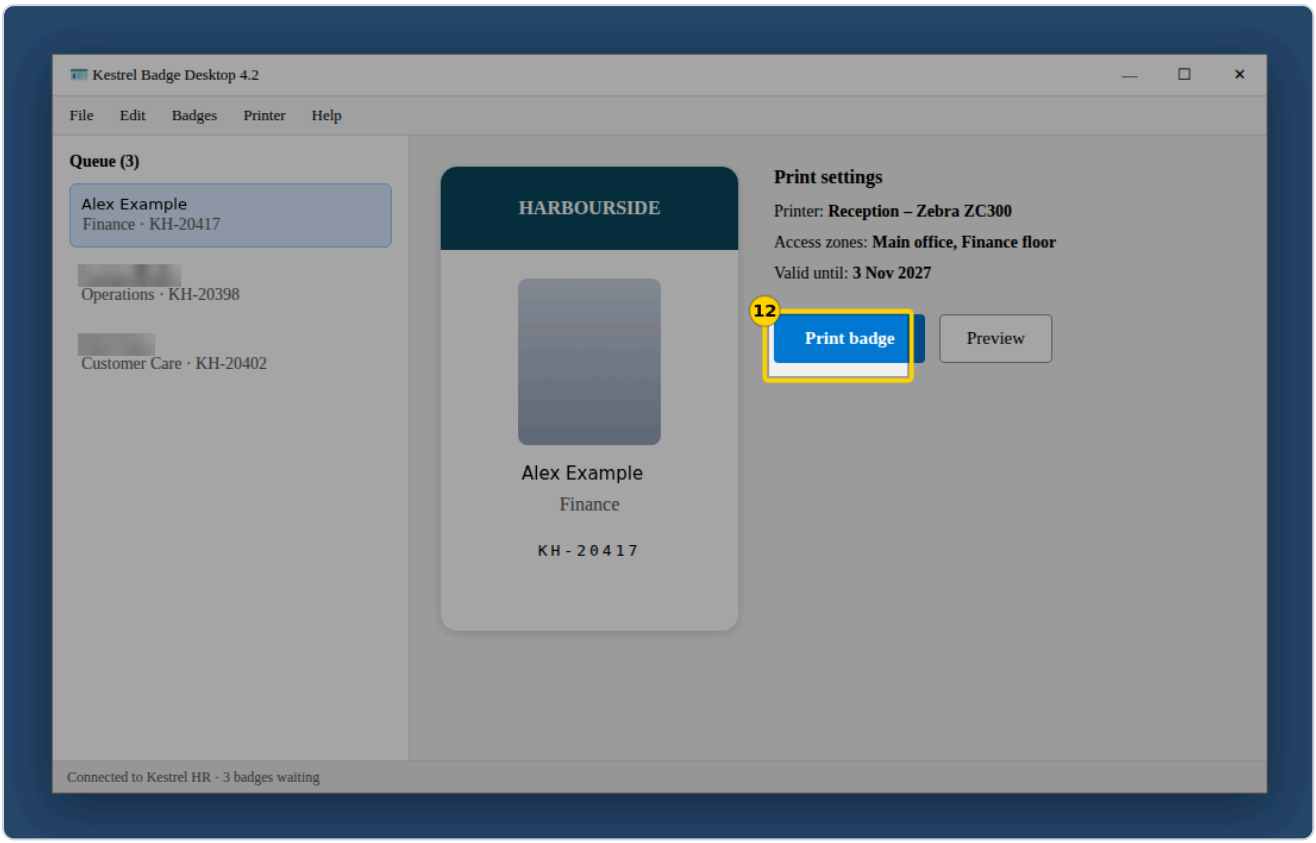
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Step 11 — Check the green banner: the record number (KH-20417) confirms the starter record was created and the training was assigned



Alex Example · Kestrel HR (example name) · http://hr.harbourside.example:8800/ · manual · 29 Sept 2026, 11:54

Step 12 — In Kestrel Badge Desktop, select the new starter and click Print badge



manual · 29 Sept 2026, 11:54

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What happens next

- The new starter gets the welcome pack by email today.
- The three compliance courses are due before **17 Nov 2026**; Kestrel HR sends reminders.
- Questions: people@harbourside.example

NOTE Add a new starter in Kestrel HR

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