



## EMPLOYEE INDUCTION PROCESS

As a new (or existing) employee of Reeces Structures and Gilkison Events Hire, we require that you complete our online induction. This induction outlines basic policies and safety requirements of the company.

The induction should be completed in your own time using your own computer (with speakers or headphones) and internet connection. The induction is followed by a short assessment, the results of which are kept on file at Reece's, and should take no longer than 15 minutes to complete.

To register for the induction please follow the steps below-

1. Open any browser and navigate to <http://www.cell-training.com/Reeces/>
2. Once the page has loaded you will be asked to click anywhere on the screen to begin.
3. You will then be asked to Login. As a new user you need to click on the text '**New User?**'
4. Please enter your personal details and create a password that you will remember.
5. The website will assign you a unique username.
6. Please retain your login details for future reference.

You can log back in at a later date to review the induction which we will request from time to time.

To complete the induction please follow the steps below-

1. Once you have created a profile you will be taken to a chapter list. Please note as a new user you will not be permitted to skip ahead chapters.
2. Please click on '**Introduction**' to begin.
3. The website will take you through each chapter in order

At the end of the induction you will be asked to complete a short assessment. The assessment is largely multiple choice questions and if you answer a question incorrectly you will be re-directed back to the appropriate chapter to review the required information.

If you do not have a computer or internet connection available to you, then you may request to use a computer at Reeces.

This induction and assessment is mandatory and you are required to complete this prior to commencing your employment with us. Individuals refusing to take part in this induction will not be employed by Reeces.

Should you have any queries regarding these instructions or the induction itself, please contact our Operations Management team on [operation@reeces.com.au](mailto:operation@reeces.com.au) or 9378 4711 and ask for Operations.

We look forward to having you as a part of our team.

