****

**New Starter Induction Checklist**

*The purpose of the Induction Checklist to support new starter integration into their team and working environment. This is a working document to be completed by both manager and employee.*

|  |
| --- |
| Preparing for Your New Starter – Manager Actions*This section should be completed around 2 weeks prior to the expected start date*  |
|  | Complete  |
| * ID Badge

 Search ID Badge on the intranet and complete [badge request form](https://east-riding-dash.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-cefe6b6c-f5c5-4900-b1ca-516e8f28d979/AF-Stage-a53992da-a9da-41a7-82b6-c1c5e87290d5/definition.json&process=1&process_uri=sandbox-processes://AF-Process-cefe6b6c-f5c5-4900-b1ca-516e8f28d979&process_id=AF-Process-cefe6b6c-f5c5-4900-b1ca-516e8f28d979) | **[ ]**  |
| * Equipment Ordering

 Arrange all Equipment relevant to the role and person | **[ ]**  |
| * IT Set Up

Request all relevant IT access, Internet, email, and network accounts. allow 10 working days when logging a call with [IT Service Desk](http://servicedesk/vFire_Production/core.aspx?lite) on the intranet home page under IT Services | **[ ]**  |
| * Telephone Set Up

Request telephone connection / number allocation on IT Service Desk (where applicable) | **[ ]**  |
| * Timetable

Prepare a work and training timetable for the first week | **[ ]**  |
|  |  |
| Further Preparation; |
| * Buddy Allocation

Assign a buddy (where applicable) and discuss work and training timeframe and expectations | **[ ]**  |
| * Work Area Set Up (where applicable)

Review new starters work area where required, take into account any reasonable adjustments or support needed if disability disclosed (request any specialist equipment from Safety Services). Discuss accessible work areas where one is not part of the day to day role. | **[ ]**  |
| * Home Working Set Up (if applicable)

Review required equipment/accessories required e.g. Headsets, laptop/pull along bag, laptop raiser | **[ ]**  |
| * Communication

Review the communication around the work area, ensure it is up to date  | **[ ]**  |
| * Team Discussion

 Inform other team members of the new employees start date and arrange a meet and greet teams call if not office based  | **[ ]**  |
| * First Day Arrangements

 Arrange for someone to collect or meet virtually with the new starter  |  **[ ]**  |
| * New Starter Discussion

Manager to call new starter to discuss; * + First day arrangements
	+ Answer any last minute questions
	+ The corporate e-induction which can be accessed prior to the start date once the individual receives an email
 | **[ ]**  |

|  |
| --- |
| New Starter Welcome – First Day *This section should be completed by the end of the first day of work* |
| Introductions; | Complete  |
| * Meet new starter from agreed collection point
 | **[ ]**  |
| * Introduce new starter to the allocated buddy (if applicable, virtually where not office based)
 | **[ ]**  |
| * Introduce new starter to other team members/wider team (virtually where not office based)
 | **[ ]**  |
| Tour of workplace/administration base; |
| * Fire and bomb procedures for location
 | **[ ]**  |
| * Toilets
 | **[ ]**  |
| * Kitchen
 | **[ ]**  |
| * Photocopier
 | **[ ]**  |
| * Food outlets
 | **[ ]**  |
| * Recycling/waste management
 | **[ ]**  |
| * Corporate and area specific health and safety information and risk assessments ensure the Corporate [Health and Safety induction checklist](http://insight.eastriding.gov.uk/EasysiteWeb/getresource.axd?AssetID=209321&type=Full&servicetype=Attachment) is also completed.
 | **[ ]**  |
| * If home working, [Home Working Self-Assessment](http://insight.eastriding.gov.uk/working-from-home/self-assessment/) to be completed
 | **[ ]**  |
| IT and Accounts set up;  |
| * Log on computer – where you do not have a log on, outline service based arrangements/log on details
 | **[ ]**  |
| * Access emails and set up corporate email signature (where applicable)
 | **[ ]**  |
| * Access Intranet and Familiarise self with the home page
 | **[ ]**  |
| * Access Employee Self Service (ESS) account ([ESS Mobile Homepage](http://insight.eastriding.gov.uk/ess-mobile/) has details for those without computers) Check all Personal Details and Bank Details are correct
 | **[ ]**  |
| Phone Set Up;  |
| * Check phone is working (where applicable), report faults via IT Helpdesk on Intranet
 | **[ ]**  |
| * Check phone software on laptop is working (where applicable)
 | **[ ]**  |
| * Update the [phonebook](http://phonebook.eastriding.gov.uk/iOmniSearch.aspx?txtSname=), add new starter profile and contact information (add your work base number if you do not have access to private phone as part of your role)
 | **[ ]**  |
| * Discuss Phone divert/answering machine set up process (where applicable)
 | **[ ]**  |
| Corporate e Induction; |
| * Complete Welcome to your Induction
 | **[ ]**  |
| * Complete Welcome to the council
 | **[ ]**  |
| * Complete Data Protection e learning
 | **[ ]**  |
| * Complete ICT Security and Cyber Crime Awareness e learning
 | **[ ]**  |
| Meeting with Manager; (suggestions for discussion) |  |
| * Respond to any questions
 | **[ ]**  |
| * Review the rest of the weeks activities
 | **[ ]**  |
| * Arrange a meeting at the end of the week
 | **[ ]**  |

|  |
| --- |
| New Starter Welcome - First Week *This section should be completed by the end of the first week*  |
| Manager and Employee Actions; | Complete  |
| * Corporate e Induction

Complete your first week and Code of Conduct e learning  | **[ ]**  |
| * Wider Introductions

Introductions to colleagues in wider teams, discuss council structure | **[ ]**  |
| * Role and Responsibilities

Discuss the key responsibilities of role  | **[ ]**  |
| * Attendance at Work

Discuss the responsibilities of both manager and employee under the [Attendance at Work Policy and Procedure](https://downloads.eastriding.org.uk/intranet/policies-strategies-plans/staff-policies/hr-policies/hr-k2-attendance-at-work-c.docx) | **[ ]**  |
| * HR Policies

Employee to access Intranet and familiarises themselves with HR policies  | **[ ]**  |
| * Skills/Development

 Arrange initial development meeting and set short term objectives and  Identify and skills gaps |  **[ ]**  |
| * Probationary Period

Discussion Probation period, in line with the [Probationary Periods Guidelines for Manager](https://downloads.eastriding.org.uk/intranet/policies-strategies-plans/staff-policies/hr-policies/hr-a2-probationary-period-manager-guidelines-c.docx)s. The manager should seek HR advice as soon as possible where any concerns arise.  Completed probations, send to HR.Technicians@eastriding.gov.uk  | **[ ]**  |
| * Reflection

Discuss how week one has progressed and agree timetable for remainder of the month | **[ ]**  |

|  |
| --- |
| On-going Activities – First Month and Beyond |
| * Corporate e induction
* All mandatory training should be completed by the end of month two
* The e induction should be fully completed by the end of month three
* The CYPSSS inductions and mandatory training should be completed by the end of month three
* Regular check ins
 |
| * Introduction to Head of Service
 |
| * Invitation to diagonal slice meeting
 |
| * Networking opportunities
 |
| * Review training plans
 |

|  |
| --- |
| New Starters with Management Responsibilities |
| * Access your [Manager Self Service](http://insight.eastriding.gov.uk/corporate-information/it-help/itrent/user-guides/itrent-manager-self-service-guide-mss/) account (MSS), ensure you have all of your reportees showing. Email HR.Helpdesk@eastriding.gov.uk to update
* Familiarise yourself with all [HR Policies](http://insight.eastriding.gov.uk/policies/)
* Arrange full team and 1 to 1 meetings with all reportees.
* Discuss with your manager and book any relevant management training.
 |

***Please note,*** *if your new starter already works within the council the probation period and the Corporate e induction may not apply, please check with Human Resources if you are unsure.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Title** |  |
| **Service** |  | **Directorate** |  |
| **Manager** |  | **Buddy** |  |
| **Start Date** |  |  |  |