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| **Employee Induction Checklist**  Employee Name:  Commencement of Employment:  Format of Induction: via MS Teams/in the workplace: | |
| **Induction comprises of:**  Part 1 – to be completed on First Day  Part 2 – to be completed during Week One  Part 3 – People Development & Mandatory Training  Initial Training Needs Form  Tasks marked with \* to be completed during first visit to the work base.  **Part 1 – Complete on First Day** | |
| 1. **Introduction to the Workplace** | |
| Initial greeting by immediate supervisor/line manager  Hybrid working arrangements  Introduction to immediate work colleagues  **\***Tour of general working environment  **\***Location of toilets, staff facilities, etc.  **\***Other general facilities, including car parking and transport  **\***Security arrangements, keys, ID badge, etc  Arrangements for refreshments and breaks | Yes  n/a    Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |
| 1. **Terms and Conditions –** [**Human Resources**](https://www.highland.gov.uk/staffsite/info/24/human_resources) | |
| Confirm employee has provided relevant paperwork (P45, bank details for salary)  Confirm salary, working hours and any other contract details  Confirm method and timing of salary payments  Introduction to MyView – updating personal details, emergency contacts, bank details, completing the equalities monitoring form and accessing pay documents.  How to report sickness – by telephone to Supervisor/Line manager at earliest opportunity Contact details shared | Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |
| 1. **Introduction to the Job** | |
| Section/Team structure, lines of authority and accountability  Clarification of job description and basic duties  Relationship of job to section and service objectives  Identification of work priorities  **\***Identification of personal work area  ICT kit and HC ICT user policy  Personal equipment, stationery etc  Registration/Passwords for computerised systems  Issue personal protective equipment (PPE), workwear, uniforms etc | Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |
| **Part 2 – Complete During Week One** |  |
| 1. **\*Workplace Safety Information** – [Health, safety & wellbeing](https://www.highland.gov.uk/staffsite/info/8/health_and_safety) |  |
| Copy of fire procedure issued  Responsibilities in relation to fire procedures clearly identified  Sound of fire alarm identified  Location of Fire Exits and how/when to operate them  Fire extinguishers: only to be used by staff with specific training  Location of assembly point  Importance of keeping passageways and fire exits clear  Conduct [PEEP](https://www.highland.gov.uk/staffsite/downloads/file/4623/peep) (Personal Emergency Escape Plan), if applicable | Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |
| 1. **\*First Aid** |  |
| How to obtain first aid assistance  List of First Aiders and contact details  Location of first aid boxes  Emergency procedure when a member of staff requires First Aid | Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |

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| 1. **Occupational Health, Safety and Wellbeing (OHSW) -** [Health, safety & wellbeing](https://www.highland.gov.uk/staffsite/info/8/health_and_safety) |  |
| Share copy of Corporate OHSW policy and copy of workplace risk assessments  How to access the Health, Safety and Wellbeing information, Employee Assistance Programme and MHW Toolkit on the Intranet or provide hard copy of information  Service specific Health and Safety Policies, information on Safe Working Practice (relevant to post)  How to report an accident, incident or violence at work  Identify equipment or machinery which can only be operated by those with specific training  Identify tasks, processes or chemicals used, which require specific instruction or training  Identify training and supervision required, for the individual to comply with safe working practices, relevant to post  Discuss immediate Health and Safety knowledge and skills necessary to fulfil duties. Record any training needs identified on the Employee Induction – Initial Training Needs form at the end of this checklist  Complete a benchmark 'Health Surveillance' questionnaire.  This is required within the first week and then annually, if you work in certain environments, with certain chemicals or power tools, or if you do certain roles.  Refer to the policy and discuss with your line manager.  [Health Surveillance Policy](https://www.highland.gov.uk/staffsite/directory_record/1281/health_surveillance_policy) | Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |
| 1. **Review** |  |
| Joint review of Parts 1 & 2 – Any questions? | Yes  n/a |
| **Part 3** |  |
| 1. **Introduction to the Workplace –** [Your Council](https://www.highland.gov.uk/info/695/council_information_performance_and_statistics/387/council_structure) |  |
| Introduction to Service Plan and Operational/Business/School Plan, relevant to post.  Geographical layout of Service and key contacts. | Yes  n/a  Yes  n/a |
| 1. **Managers Only** | |
| Budget responsibilities (detail of budgets held by post, overview of Integra)  Responsibility for communication with staff, in accordance with the Internal Communications Standards  Responsibility for staff in relation to ICT and User Management | Yes  n/a  Yes  n/a  Yes  n/a |
| 1. **Service Specific and Job-Related Issues –** [Information Management Portal](https://highlandcouncil1.sharepoint.com/sites/importal/SitePages/Home.aspx) |  |
| Confirm information management, security and other responsibilities.  Manager to add any service specific or job-related issues which have not been covered already. This will include any specific legislation, service policies or procedures, which the individual must comply with.  There are several mandatory training courses to be completed. Most training is available through the Council’s e-learning system[Traineasy LMS](https://highlandcouncil.traineasy.com/). | Yes  n/a  Yes  n/a |
| Information about all available training is on [People (L&D) Development intranet page](https://www.highland.gov.uk/staffsite/info/35/learning_and_development) . **All employees** (staff and managers) are required to complete **Table A** mandatory training courses within the suggested timeframe.   |  |  |  | | --- | --- | --- | | **TABLE A – All Staff and Managers**  **Course Title** | **When** | **Completed** | | Employee Induction (Welcome to the Highland Council) | Day 1 |  | | Display Screen Equipment (DSE) – all staff who use laptops, tablets or desktop computers | Day 1 |  | | Introduction to Health, Safety and Wellbeing | Day 1 |  | | Information Management | Week 1 |  | | Cyber Security Awareness | Week 1 |  | | Equal Opportunities & Diversity | Week 2-4 |  | | Fire Awareness | Week 2-4 |  | | Financial Regulations (all staff sections 1, 7, 8, and 9. Other sections dependant on job role) | Week 2-4 |  | | Run, Hide, Tell | Week 2-4 |  |   **All managers are further required** to complete additional mandatory courses in **Table B**, and dependant on their job role may need to complete specific mandatory training, these are marked with a **\***.   |  |  |  | | --- | --- | --- | | **TABLE B – Mandatory for All Managers**  **Course Title** | **When** | **Completed** | | Attendance Management | Months 1-3 |  | | Employee Review and Development (ERD) | Months 1-3 |  | | Hybrid Working | Months 1-3 |  | | Management of Health and Safety | Months 1-3 |  | | Managing Employee Induction | Months 1-3 |  | |
| |  |  |  | | --- | --- | --- | | Management Induction and Development | Months 1-3 |  | | Equality and Diversity – Equally Safe At Work modules | Months 1-3 |  | | Reporting and Investigation of Accidents and Incidents | Months 1-6 |  | | Disciplinary Policy and Practice | Months 1-6 |  | | Health and Safety Risk Assessment for Managers | Months 1-6 |  | | Highland Council Occupational Health Service | Months 1-6 |  | | Procurement – (all to do Introduction, other modules dependant on need) | Months 1-6 |  | | Managing in the Highland Council (in development) | Months 1-6 |  | | Mentally Healthy Workplace (in development) | Months 1-6 |  | | Performance Management | Months 1-6 |  | | Performance and Risk Management System | Months 1-6 |  | | **\***Project Management Governance | Months 1-6 |  | | **\***Recruitment & Selection | Months 1-6 |  | | **\***Responsible Premises Officer (RPO) | Months 1-6 |  | | **\***Public Sector Equality Duty | Months 1-6 |  | | **\***Risk Management (Strategy) | Months 1-6 |  | |  |
| 1. **People Development (Learning & Development)** |  |
| Record any relevant qualifications and copy certificates or previous training in appropriate system  Identify any other training necessary for the individual to fulfil their present duties using the  initial training needs form  Explain Employee Review and Development schedule for the post and set date for first ERD in accordance with Highland Council policy  Agree plan for completion of mandatory training and how to access other training via People Development | Yes  n/a  Yes  n/a  Yes  n/a  Yes  n/a |

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| 1. **Review** |  |
| Discuss first week  Tasks for next week  Any further information required? | Yes  n/a  Yes  n/a  Yes  n/a |

The above elements of Part 1 and 2 of the Employee Induction have been covered satisfactorily.

Signature of employee ………………………………………………….………. Date………………

Signature of supervisor/line manager …………………….................. Date …………....

**Initial Training Needs**

This form can be kept in the individual’s personnel file, along with the Induction Checklist, or the information can be transferred to the Training Records System. This will form the basis of the ERD process.

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| **Name** |  | **Date** |  |
| **Training Needs** | **How Training Needs Will Be Met** | **Target Date for Training** | **Date Training Completed** |
| **Occupational Health, Safety & Wellbeing** |  |  |  |
| **Other** |  |  |  |