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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 managerHybrid working arrangementsIntroduction 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, etcArrangements 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 detailsConfirm method and timing of salary paymentsIntroduction 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 accountabilityClarification of job description and basic dutiesRelationship of job to section and service objectivesIdentification of work priorities**\***Identification of personal work areaICT kit and HC ICT user policyPersonal equipment, stationery etcRegistration/Passwords for computerised systemsIssue 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)
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| Copy of fire procedure issuedResponsibilities in relation to fire procedures clearly identifiedSound of fire alarm identifiedLocation of Fire Exits and how/when to operate them Fire extinguishers: only to be used by staff with specific trainingLocation of assembly pointImportance of keeping passageways and fire exits clearConduct [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 assistanceList of First Aiders and contact detailsLocation of first aid boxesEmergency 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)
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| Share copy of Corporate OHSW policy and copy of workplace risk assessmentsHow to access the Health, Safety and Wellbeing information, Employee Assistance Programme and MHW Toolkit on the Intranet or provide hard copy of informationService specific Health and Safety Policies, information on Safe Working Practice (relevant to post)How to report an accident, incident or violence at workIdentify equipment or machinery which can only be operated by those with specific trainingIdentify tasks, processes or chemicals used, which require specific instruction or trainingIdentify training and supervision required, for the individual to comply with safe working practices, relevant to postDiscuss 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 checklistComplete 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**
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| 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.

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| **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 **\***.

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| **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 | [ ]  |

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| 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 | [ ]  |

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| 1. **People Development (Learning & Development)**
 |  |
| Record any relevant qualifications and copy certificates or previous training in appropriate systemIdentify any other training necessary for the individual to fulfil their present duties using the initial training needs formExplain Employee Review and Development schedule for the post and set date for first ERD in accordance with Highland Council policyAgree 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 weekTasks for next weekAny 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** |  |  |  |