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| **Employee Induction Checklist** |
| Employee Name |  | Job Title |  | Employment Start Date |
| Line Manager |  | Job Title |  |
| **Induction Format** ☐ In-person Induction ☐ MS Teams Induction |
| **Part 1 – Complete on First Day / First Visit to Work Base** | **Date Completed** |
| **Tick box to verify when topic has been covered, leave blank if n/a****Generic Introduction:*** Initial greeting by immediate supervisor/line manager
* Hybrid / homeworking arrangements
* Introduction to immediate work colleagues

**Introduction on First Visit to Work base:*** Tour of general working environment
* Location of toilets, staff facilities, etc.
* Other general facilities (car parking, transport)
* Security arrangements (keys, ID badge)
* Arrangements for refreshments and breaks
* Identification of personal work area
 |  |
| **Terms and Conditions** – [Human Resources](https://www.highland.gov.uk/staffsite/info/24/human_resources)* Confirm employee has provided relevant paperwork (P45, bank details)
* Confirm salary, working hours, and contract details
* Confirm method and timing of salary payments
* Introduction to MyView (updating personal details, emergency contacts, bank details, equalities monitoring form, accessing pay documents)
* How to report sickness (contact details shared)
 |  |
| **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
* ICT kit and HC [ICT Acceptable Use Policy](https://highlandcouncil1.sharepoint.com/sites/IMPortal/IMLibrary1/Policies/ICTAUP.pdf)
* Personal equipment, stationery
* Registration/Passwords for computer systems
* Issue personal protective equipment (PPE), workwear, uniforms
 |  |
| **Part 1 completed**Employee Signature Supervisor/Line Manager Signature: Date |

|  |  |
| --- | --- |
| **Part 2 – Week One / First Visit to Work Base** | **Date Completed** |
| **Tick box to verify when topic has been covered, leave blank if n/a****Work base Fire Safety Information*** Copy of fire procedure issued
* Responsibilities in relation to fire procedures
* Sound of fire alarm identified
* Location of Fire Exits and how/when to operate them
* Fire extinguishers: only to be used by trained staff
* Location of assembly point
* Importance of keeping passageways and fire exits clear
* Conduct [PEEP](https://www.highland.gov.uk/staffsite/download/downloads/id/2597/appendix-3-peep-guidancedoc.doc) (Personal Emergency Escape Plan), if applicable
 |  |
| **Work base First Aid*** How to obtain first aid assistance
* List of First Aiders and contact details
* Location of first aid boxes
* Emergency procedure for staff requiring First Aid
 |  |
| **Occupational Health, Safety and Wellbeing (OHSW)** – [Occ Health, Safety &](https://www.highland.gov.uk/staffsite/info/8/health_and_safety) [Wellbeing](https://www.highland.gov.uk/staffsite/info/8/health_and_safety)* Share copy of [OHSW policy](https://www.highland.gov.uk/staffsite/info/8/health_and_safety/60/policies) and [workplace risk assessments](https://www.highland.gov.uk/staffsite/downloads/file/3327/risk_assessment)
* Access to Health, Safety and Wellbeing information, [EAP,](https://thehighlandcouncil.spectrum.life/login) [MHW Toolkit](https://www.highland.gov.uk/staffsite/info/35/learning_and_development/182/mental_health_and_wellbeing_mhw_toolkit) or provide hard copy
* Service specific Health and Safety Policies, Safe Working Practice (relevant to post)
* How to report an accident, incident, or violence at work using the [Assure Portal](https://app.uk2.sheassure.net/thc/p/QN37X4BA7C)
* Identify equipment or machinery requiring specific training
* Identify tasks, processes, or chemicals requiring specific instruction or training
* Identify training and supervision required for safe working practices
* Discuss immediate Health and Safety knowledge and skills necessary to fulfil duties. Record training needs (on Initial Training Needs form) below
* Complete Health Surveillance questionnaire (required within first week and annually for certain environments/roles)
 |  |
| **Review*** Review of Induction points so far (as above)
* Any questions or concern?
 |  |
| **Part 2 completed**Employee Signature | Supervisor/Line Manager Signature: | Date |
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| **Part 3 – People Development & Mandatory Training Weeks 1 - 12** | **Date Completed** |
| **Introduction to the Workplace –** [Your Council](https://www.highland.gov.uk/info/695/council_information_performance_and_statistics/387/council_structure)* Introduction to Operational Delivery Plan and any other relevant plans
* Geographical layout of Service and key contacts
 |  |
| **Managers Only*** Budget responsibilities (detail of budgets held by post, overview of CiA
* Responsibility for communication with staff ([Internal Communications Standards](https://www.highland.gov.uk/peopleandperformance/downloads/file/352/internal_comm_standardspdf))
* Responsibility for staff in relation to [ICT portal](https://thc.service-now.com/thc) and employee user access
 |  |
| **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 not covered already (specific legislation, service policies, procedures)
* Mandatory training courses (available via the Council’s e-learning system, [Traineasy](https://highlandcouncil.traineasy.com/login))
 |  |
| **Mandatory Training Courses:**Information on available training is available on the [People Development Learning Hub](https://highlandcouncil1.sharepoint.com/sites/PeopleDevelopment)**Table A****All Staff and Managers** are required to complete the training in **Table A** within the suggested timeframe. |
| * Employee Induction
* Display Screen Equipment (DSE)
* Introduction to Health, Safety and Wellbeing
 | Day 1 |  |
| * Information Management
* Cyber Security Awareness
 | Week 1 |  |
| * Equal Opportunities & Diversity
* Fire Awareness
* Financial Regulations
* Run, Hide, Tell
 | Weeks 2 - 4 |  |
| **Table B****All managers** are required to complete the **mandatory** training courses below.In addition, Managers may also need to complete specific mandatory training, relating to their job role, these are marked with **\*** |
| * Attendance Management
* Employee Review and Development (ERD)
* Hybrid Working
* Management of Health and Safety
* Managing Employee Induction
* Management Induction and Development
* Equality and Diversity – Equally Safe at Work modules
 | Months 1 – 3 |  |

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| **Part 3 - Table B - Mandatory for All Managers (continued)** |
|  | Reporting and Investigation of Accidents and Incidents | Months 1-6 |  |
|  | Disciplinary Policy and Practice |
|  | Health and Safety Risk Assessment for Managers |
|  | Highland Council Occupational Health Service |
|  | Procurement (Introduction, other modules as required) |
|  | Managing in the Highland Council (in development) |
|  | Mentally Healthy Workplace (in development |
|  | Performance Management |  |  |
|  | Performance and Risk Management System |
|  | Project Management Governance\* |
|  | Recruitment & Selection\* |  |  |
|  | Responsible Premises Officer (RPO)\* |
|  | Public Sector Equality Duty\* |
|  | Risk Management (Strategy)\* |
| **People Development (Learning & Development)** |
|  | Record relevant qualifications and copy certificates or previous training in appropriate system |  |  |  |
|  | Record relevant qualifications and copy certificates or previous training in appropriate system |  |  |
|  | Explain Employee Review and Development schedule for the post and agree date for first ERD (in accordance with [ERD Policy](https://www.highland.gov.uk/peopleandperformance/info/28/hr_topics/23/employee_review_and_development)) |
|  | Agree plan for completion of mandatory training and access to other training via People Development |
| **Review** |  |  |  |  |  |  |
|  | Review of Induction |  |  |  |  |  |
|  | Any questions or concerns? |  |  |  |
| **Part 2 completed**Employee Signature: | Supervisor/Line Manager Signature: | Date: |

**INITIAL TRAINING NEEDS FORM**

This form can be kept in the employee’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.

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