New Starters Checklist: Manager's Template

Name		Team
Recruiting Manager		Starting Date

Induction Item	Completed	Comments
Car park permit and security pass issued		
Tour of Civic Centre		
Workspace – desk, storage, seating and facilities		
Health & Safety procedures and list of first aiders		
Introduction to key members of the Organisation		
Introduction to Bridge-it (key policies and useful documents)		
Sign IT Personal Commitment Statement and return to ICT		
Health and Safety procedures and list of first aiders		
Introduction to iTrent (annual leave and L&D)		
Overview of work to be undertake and performance measures		
Learning and Development opportunities		
Support systems – health and wellbeing pages on Bridge-it and employee support helpline		
Time complete mandatory e-learning modules		

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... bridging the communities ...

1) Before the employee starts

- Organise a new starter log in via the ICT Help Desk (allow 5 days)
- Make the team aware a new employee will be starting
- Plan the employee's induction and get their workspace ready

2) First day

- Organise a parking permit
- Show them around, introduce colleagues
- Deal with important documents but don't make day 1 overwhelming

3) First week

- Overview of the Organisation works and it's procedures
- Outline the employee's role and how performance is measured
- Completion of Data Protection Awareness and Safeguarding e-learning

4) First month

- Informally establish how the employee is settling in - are there any training or coaching needs
- Reassuring feedback
- Completion of Fire Safety, Display Screen Equipment and Equalities e-learning

5) First 3 months

- Ongoing 1:1s and monitoring performance
- Complete 3 month probation process
- Ensure Information Governance training has been completed

6) First 6 months

- Ongoing 1:1s and monitoring performance
- Complete 6 month probation process - pass or extend the probation

7) First year and going forward

- Full performance management review
- Continue to support employee
- Continually assess the employee's development needs or opportunities