|  |  |
| --- | --- |
| Name of Employee |  |
| Job Title: |  |
| Service: |  |
| Location: |  |
| Responsible Manager/ Supervisor: |  |
| Date Induction Completed |  |



**Prior to starting employment**

|  |  |
| --- | --- |
| **The Moray Council – How We Work** | **Completed** |
|  |  |
| Send employee letter of appointment confirming salary & start date |[ ]
| Complete ICT [user profile request form](http://intranet.moray.gov.uk/secure/docs/file130673.pdf) (for access to network drives and email) if required |[ ]
| Arrange access (login and password) to departmental systems  |[ ]
| Contact new employee and agree arrangements for their first day e.g. expected time of arrival, where to and who to report to etc.) |[ ]
| Make arrangements for new employee’s arrival e.g. locker, desk, ICT equipment & temporary visitor ID badge etc. |[ ]
| Conditions of Service - complete any relevant paperwork |[ ]

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| **Updating Colleagues** | **Completed** |
|  |  |
| Inform colleagues/ managers of new employee and start date |[ ]

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| **Service Specific Tasks** |
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**Day 1**



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| **Welcome & Introductions** | **Completed** |
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| Initial welcome by Line Manager/ Supervisor |[ ]
| Show employee where they will be working |[ ]
| Introduce them to their colleagues/ senior manager/ ’buddy’ |[ ]
| Tour of the workplace including: - |[ ]
| * Location of toilets/ break out areas
 |  |
| * Workplace Security – enter/ exit buildings
 |[ ]
| * Workplace Health & Safety – Fire evacuation, first aid etc.
 |[ ]
| Provide information on the local area for getting into worke.g. car parking, transport links etc. |[ ]

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| --- | --- |
| **The Moray Council – How We Work** | **Completed** |
|  |  |
| Obtain photo ID card (where applicable) |[ ]
| Confirm salary, working hours and any other contract details |[ ]
| Advise timing and method of salary payments |[ ]
| Discuss payslips and how to access Employee Self Service (ESS) |  |
| Share organisational structure of the department |[ ]

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| --- | --- |
| **Introduction to your role** | **Completed** |
|  |  |
| Discuss initial tasks providing support and direction |[ ]
| Identify service-specific standards to be achieved |[ ]
| Set up workspace e.g. computer logon, tools, equipment |[ ]
| Introduce [Computer Use Policy](http://intranet.moray.gov.uk/secure/docs/pandplib/hr_human%20resources/computerusepolicy.docx) and [ICT fault reporting procedure](http://interchange.moray.gov.uk/int_standard/Page_108428.html) (where applicable) |[ ]
| Discuss any reasonable adjustments to the workspace |[ ]
| Location of relevant equipment e.g. printers |[ ]
| Agree working hours, break and lunch arrangements  |[ ]
| Discuss sickness/ absence including [Health at Work policy](http://intranet.moray.gov.uk/secure/docs/pandplib/hr_human%20resources/health%20and%20work%20policy.docx) and notification of absence |[ ]

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| **Health, Safety & Wellbeing** | **Completed** |
|  |  |
| Promote mental health & wellbeing resources/ support including [Time for Talking](http://interchange.moray.gov.uk/int_standard/Page_108013.html) | [ ]  |
| Fire procedures |[ ]
| First aid procedures |[ ]
| Identify and arrange supply of any required PPE |[ ]
| Identify service-specific Health & Safety policies, information or safe working practices |[ ]
| Identify equipment/ machinery/ tasks which can only be carried out by those with specific training |[ ]

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| --- | --- |
| **Review** | **Completed** |
|  |  |
| Joint Review of Day 1 – Any questions? |[ ]
| Discuss and agree tasks for Week 1 |[ ]

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| **Service Specific Tasks** |
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**Week 1**



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| --- | --- |
| **The Moray Council – How We Work** | **Completed** |
|  |  |
| Our Service’s functions |[ ]
| Get to know our customers |[ ]
| How we communicate across the council and within our service |[ ]
| How to access HR policies and procedures |[ ]
| [Employee Charter](http://interchange.moray.gov.uk/int_standard/Page_107403.html) |[ ]
| Holidays – annual leave and public holidays |[ ]
| Introduce [flexible working](http://intranet.moray.gov.uk/secure/docs/pandplib/hr_human%20resources/flexibleworking.docx) (if applicable) |  |
| Requesting time off e.g. doctor/ dentists appointments |[ ]
| Identify key contacts |[ ]
| Information Management – keeping data secure |[ ]
| [Equalities](http://interchange.moray.gov.uk/int_standard/Page_109827.html) – report any incidents of bullying or harassment |[ ]

|  |  |
| --- | --- |
| **Introduction to your role** | **Completed** |
|  |  |
| Overview/ tour of any other relevant sites where appropriate |[ ]
| Identify required equipment and establish knowledge of how to operate |[ ]
| Register on [CLIVE](http://interchange.moray.gov.uk/int_standard/Page_107125.html) (where applicable) & signpost new staff to the Essentials category. These eLearning modules are considered mandatory and include the Corporate Induction & Data Protection module |[ ]
| Identify and arrange to complete any other service relevant mandatory training  |[ ]
| Arrange to attend the Corporate Induction (where offered) |[ ]

|  |  |
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| **Review** | **Completed** |
|  |  |
| Joint Review of Week 1 – Any questions/ additional support required? |[ ]
| Discuss and agree tasks for the following week  |[ ]

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| **Service Specific Tasks** |
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**Month 1**



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| --- | --- |
| **The Moray Council – How We Work** | **Completed** |
|  |  |
| Organisation charts for the Council including SMT, CMT |[ ]
| Our services contribution to The Moray Council’s future plans and vision |[ ]
| [Internal vacancies](http://interchange.moray.gov.uk/int_standard/Page_107158.html) |[ ]
| Customer Care Strategy |[ ]
| Trade Union Membership |[ ]
| Our [Elected Members](http://www.moray.gov.uk/moray_standard/page_1244.html) |[ ]
| Identification of our [Employee Benefits](http://interchange.moray.gov.uk/int_standard/Page_107263.html) |[ ]

|  |  |
| --- | --- |
| **Introduction to your role** | **Completed** |
|  |  |
| Discuss and agree long term tasks, expectations and support mechanisms |[ ]
| Set date for first ERDP/ PR & D (teaching staff) |[ ]
| Agree supervisions (where applicable) |[ ]

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| **Review** | **Completed** |
|  |  |
| Joint Review of Month 1 – Any questions/ additional support required? |[ ]

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| **Service Specific Tasks** |
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**Summary**



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| The above elements of the Employee Checklist have been covered satisfactorily. |
|  |  |
| Signature of Employee: |  |
| Date: |  |
| Signature of Line Manager/Supervisor: |  |
| Date: |  |