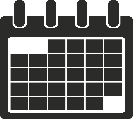
|  |  |
| --- | --- |
| Name of Employee |  |
| Job Title: |  |
| Service: |  |
| Location: |  |
| Responsible Manager/ Supervisor: |  |
| Date Induction Completed |  |



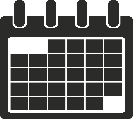
**Prior to starting employment**

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| --- | --- |
| **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** |
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| 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 work  e.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 |  |

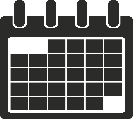
|  |  |
| --- | --- |
| **Introduction to your role** | **Completed** |
|  |  |
| Discuss initial tasks providing support and direction |  |
| Identify service-specific standards to be achieved |  |
| Set up workspace e.g. computer logon, tools, equipment |  |
| Introduce [Computer Use Policy](http://intranet.moray.gov.uk/secure/docs/pandplib/hr_human%20resources/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**



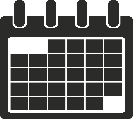
|  |  |
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| **The Moray Council – How We Work** | **Completed** |
|  |  |
| Our Service’s functions |  |
| Get to know our customers |  |
| How we communicate across the council and within our service |  |
| How to access HR policies and procedures |  |
| [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 |  |

|  |  |
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| **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**



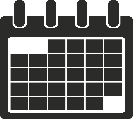
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| **The Moray Council – How We Work** | **Completed** |
|  |  |
| Organisation charts for the Council including SMT, CMT |  |
| Our services contribution to The Moray Council’s future plans and vision |  |
| [Internal vacancies](http://interchange.moray.gov.uk/int_standard/Page_107158.html) |  |
| 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) |  |

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| --- | --- |
| **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: |  |