

Manager's guide for new employee Induction Checklist

This checklist is intended to help line managers who have responsibility for the arrival of new employee(s). The list is not exhaustive and may therefore be modified to suit the needs of any new member of staff.

Name of New Employee: Department:

Before Employee's first day - These items must be completed before the employee starts (please tick):

- ☐ Ensure the employee's workstation is available and set up ready to use (e.g. stationary made available) before they arrive.
- ☐ Submit an "Employee new" form online to advise Reprographics to arrange for the employee to be issued with a Council ID Pass, ICT to arrange for a log in, email and telephone number, and provide advance notice to Human Resources.
- ☐ Manager and employee to complete "New Starter" form (available on Kaonet) and return to Human Resources before first day. *Advise employee about car parking arrangements and fees (if applicable).*

On Employee's first day - These items must be completed on the employee's first day of service (please tick):

- ☐ Issue employee with a "New Starter Pack" (including employee's check list) and the accompanying forms (available on Kaonet).
- ☐ Ensure employee completes the "Bank Details" and HMRC new starters checklist and immediately returns this to Payroll on the first day.
- ☐ Employee's P45 to be sent immediately to Payroll.
- ☐ Introduce employee to their colleagues and supervisors within the team (follow up with any staff that are absent).
- ☐ Give the employee a tour of the facilities. This should include toilet locations, kitchens, photocopier rooms, areas where smoking is appropriate etc.
- ☐ Explain Health & Safety procedures, showing the employee fire exits and assembly points. Inform employee that the fire alarm bell is tested every Monday morning and that evacuation procedures are followed when the fire alarm rings continuously. *Ensure commitment to safety, please discuss with the employee (if required) a Personal Emergency Evacuation Plan (PEEP) to be tailored to the employee's specific needs in the event of a fire drill/fire evacuation (please contact H&S, at safety.officer@harlow.gov.uk, if support is required, to discuss and develop the plan with the employee. PEEP to be kept under review.*
- *Does the role require Health Surveillance checks ie: noise, Hep B, asbestos, HAV (hand arm vibration). If yes, please refer to Accessing Occupational Health Services: A Guide for Managers at Harlow Council on Kaonet.*
- ☐ Issue employee with any uniform or protective clothing required for their job (if applicable). Explain the appropriate attire for work.
- ☐ Discuss the employee's working hours including their start and finish times. If the employee is part of the Flexi Scheme, advise them on how to complete the appropriate Flexi Sheet. Explain to the employee the requirement for them to record smoking breaks on their Flexi Sheet. *Explain banked minutes as part of the working week.*
- ☐ Advise employee that salary payments are made on the 15th of each month, and are paid two weeks in arrears two weeks in advance

- ☐ Advise employee that they are required to phone their line manager if they are sick as soon as possible but in any event within one hour of their normal or rostered start time. Explain that they are expected to contact their line manager on a daily basis. Ensure employee reads the Sickness Absence Management Policy (available on Kaonet) and returns the "Policy Agreement" form on the back of the policy to Human Resources.
- ☐ Advise the employee about the Council's telephone answering procedure. Explain that they are required to give their name and service whether it is an internal/external call.
- ☐ Explain the relevance of Equal Opportunities in relation to the employee's work. The Equal Opportunities Statement of Intent is specifically referred to in the employee's contract of employment and the Corporate Equality Policy is available on Kaonet.
- ☐ Ensure that new employee completes a display screen assessment checklist for their workstation (*and for working from home if applicable*) *liaise with H&S where appropriate* and reads the appropriate guidance on Kaonet. (Manager to rectify any problems that arise from the checklist i.e. purchase *any equipment*)

Employee's First Week (please tick):

- ☐ Explain to the employee that they are on a six month probation period. Arrange a formal introductory meeting with them as soon as possible (i.e. usually in the first week of probation), and explain that formal probation assessment reviews will be held and probation assessment reports completed in their 3rd and 5th month of employment. Refer them to the Probation Policy (If applicable - Currently Under Review).
- ☐ Inform employee of the requirement to pre-book annual leave. Requests for one day's leave should be made at least three working days before the date of proposed leave. Requests for two day's leave or more should be made at least one week before the date of proposed leave. The employee's annual leave entitlement will be stated in their contract of employment.
- ☐ Explain that personal entitlements to Dependency Leave and Compassionate Leave will be stated in their contract of employment and the requirement to complete an "Authorised Absence Request" form.
- ☐ Advise employee of the reporting procedures for accidents/aggressive incidents.
- ☐ Explain details of mileage allowances (if applicable to role) and how these can be claimed. Full details of mileage allowance to be claimed via their Agency and authorised by the line Manager (mileage is in line with HMRC rates).
- ☐ *Ensure employee has access to ESS (iTrent) and explain the Multifactor Authentication process to access ESS.*
Explain details of mileage allowances (if applicable to role) and how these can be claimed. Full details of mileage allowances can be found on Kaonet.
- ☐ Refer employee to Kaonet and advise them of how to navigate through the pages and find further information on the Council's various policies/procedures/and online forms.
- ☐ Ensure they are aware of any risk-assessments and control measures applying to their work or their environment. This should include any references for Lone Working and use of the SSR, (Staff Safety Register).
- ☐ Check whether any previously unknown new risk assessments may apply e.g. if pregnant.

Line Manager Name:

Line Manager Signature:

Date:

Once complete, please return to Human Resources, 3rd Floor, Civic Centre.
You should retain a copy for your records.