

New Employees

Induction Checklist

Employee Name	
Manager Name	

As a new Employee, this Checklist provides you with a structure for your first 2 weeks of employment. It is your responsibility to work through this checklist with your Manager and other colleagues within the first two weeks of your employment.

At the end of two weeks, please sign and return a copy of this form along with the relevant documentation (qualifications, if required, and proof of identification, if not already provided) to the Transactional HR & Payroll Team, Room 114w, Civic Centre, Newport, NP20 4UR, as it will be retained on your employment file.

	✓	Day 1	Comments / Delivered By
Introduction	<input type="checkbox"/>	Introduction to team members	
	<input type="checkbox"/>	The role of the service/ department	
Premises	<input type="checkbox"/>	Tour of the building	
	<input type="checkbox"/>	Lunch/break arrangements	
	<input type="checkbox"/>	Tea, coffee and canteen facilities	
	<input type="checkbox"/>	ID/Security/Flexi Badge	
	<input type="checkbox"/>	Car Parking & Permit Civic application Civic parking map	
	<input type="checkbox"/>	Immediate workplace hazards	
Health and Safety	<input type="checkbox"/>	First aid box & location	
	<input type="checkbox"/>	Qualified first aid staff notices	
	<input type="checkbox"/>	Smoking policy and arrangements	
	<input type="checkbox"/>	Fire notice, fire drills procedure, fire extinguishers, fire regulations – emergency exits	

	<input type="checkbox"/>	Health & Safety Team & location on My Wellbeing Information	
	<input type="checkbox"/>	Evacuation procedure & assembly points, Civic Centre evacuation procedure	
	<input type="checkbox"/>	Corporate Health, Safety and Wellbeing Policy	
Conditions of work	<input type="checkbox"/>	Contract & Probationary period	
	<input type="checkbox"/>	Hours of work, flexi policy and absence and sickness reporting	
	<input type="checkbox"/>	Pay	
	<input type="checkbox"/>	Annual (and other) leave	
	<input type="checkbox"/>	Line manager & contact details	
	<input type="checkbox"/>	Travel & subsistence claims	
	<input type="checkbox"/>	Using Wintime online if required	
	<input type="checkbox"/>	Proof of qualifications (if required) and proof of Identification, if not already provided	
IT & Phone Facilities	<input type="checkbox"/>	Creation of computer login	
	<input type="checkbox"/>	Email protocol: use of email, signatures and out of office rules	
	<input type="checkbox"/>	Setting up of IT passwords	
	<input type="checkbox"/>	IT Helpdesk (helpdesk.it@newport.gov.uk) and how to log a call / email	
	<input type="checkbox"/>	Flexi Print including use of photocopiers / scanners / MFD	
	<input type="checkbox"/>	Use of phone, telephone system & directory (create an entry in the directory)	
	<input type="checkbox"/>	Using office/ work equipment	
	<input type="checkbox"/>	Local recycling arrangements in the office/ workplace	

	✓	Week 1	Comments / Delivered By
Conditions of Work	<input type="checkbox"/>	Introduction to key people	
	<input type="checkbox"/>	Job description & job requirements	
	<input type="checkbox"/>	Personal role, individual role and responsibilities, position and role within the team	
	<input type="checkbox"/>	Who's Who Corporate Directors Team: who's who and where they are	
	<input type="checkbox"/>	Team meeting arrangements and dates	
	<input type="checkbox"/>	Employee news publications: <ul style="list-style-type: none"> • Team Brief • eBulletin • Newsletter 	
	<input type="checkbox"/>	Business unit and Service Area plans	
	<input type="checkbox"/>	The Values & Competency Framework, My Review process and training	
	<input type="checkbox"/>	Risk Assessments and Safe Working Practices	
	<input type="checkbox"/>	Health and Safety training needs identified	
	<input type="checkbox"/>	DSE e-learning package completed (where appropriate)	
Read and understand policies and procedures	<input type="checkbox"/>	Show that you know where to access all relevant policies & procedures	
	<input type="checkbox"/>	Health & Safety <ul style="list-style-type: none"> • Risk assessments • Accident reporting & accident book/ forms • Procedure re violence in the workplace • Display Screen Equipment 	

	HR Policies, including:		
	<input type="checkbox"/>	Email, Internet and IT Security	
	<input type="checkbox"/>	Employee Code of Conduct	
	<input type="checkbox"/>	Complaints Procedure	
	<input type="checkbox"/>	Management of Attendance	
	<input type="checkbox"/>	Disciplinary Policy	
	<input type="checkbox"/>	Grievance Policy	
	<input type="checkbox"/>	Whistleblowing Code	
Other	<input type="checkbox"/>	Recycling arrangements	

Next steps...	
<p>Access ePassport & complete:</p> <p><input type="checkbox"/> Corporate Induction to Newport City Council (an invitation has been included with your offer pack)</p> <p><input type="checkbox"/> Competencies & Your Review</p> <p><input type="checkbox"/> Corporate Induction to Newport City Council</p> <p><input type="checkbox"/> DSE Module</p> <p>Please return a signed copy of this Induction Checklist to: Employment Services, Room 114w, Civic Centre, after your first 2 weeks of employment.</p>	
Signed (Employee)	
Date	



***Our values - Accountable, Open and United
Ein gwerthoedd - Atebol, Agored, Unedig***