**Pre-arrival induction checklist**

Name: Start date:

Team:

Use this checklist and the safer recruitment risk assessment check list to track everything you need to do from an induction perspective before your new starter arrives.

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| **Administration** | **Initial and date** |
| Complete [A2-Pre-employment-check-risk-assessment.docx](file:///C:\Users\Admin\AppData\Local\Temp\fb076f09-f32a-4bc0-94e2-9a24cf375cbd_toolkit%20190324%20(1).zip.cbd\A2-Pre-employment-check-risk-assessment.docx%20(live.com)) to help ensure that you are DBS compliant, have references and right to work details requested |  |
| Send out contract, including working hours, absence and holiday procedures |  |
| Notify service area/manager/HR of new employee starting |  |
| Confirm induction arrangements have been completed and raise any concerns with HR prior to employee’s start date |  |
| Order any necessary equipment |  |
| Set up IT account and share log in details |  |
| Generate payroll number |  |
| **Communications** | **Initial and date** |
| Send welcome letter - Contact your new employee to congratulate and welcome them to the team |  |
| Confirm start date and time, and where to go on their first day |  |
| Send communication to your team, appropriate managers and others in the department or across the organisation, announcing the new person’s start date and role |  |
| **Preparing for day one** | **Initial and date** |
| Decide who will be involved with each part of the induction and book time in their diaries– you, other managers, other people in the team, a buddy etc. |  |
| Pull together your new starter’s induction schedule, combining organisational inductions and team or role induction.  Include information about:   * the organisation, department and team * overview of roles and responsibilities * practical information about their employment (what to wear, how they are paid etc) * key policies and processes * communication methods * opportunities to meet peers and the people they will support * training and development * supervision and peer support arrangements |  |