**Week one induction checklist**

Name: Start date:

Team:

|  |  |
| --- | --- |
| **Activity** | **Complete** |
| Go over the role in more detail and ensure your new starter understands their role profile, what their work will entail and their specific responsibilities |  |
| Begin allocating appropriate tasks for your new starter to undertake |  |
| Plan in regular catchups with the new starter to check how they are settling in, if anything needs adding to their induction and to define their objectives |  |
| Introduce and plan in one-to-ones and catch ups going forward and the dates for supervision or performance management |  |
| Explain how feedback is given and how it is received as a dialogue |  |
| Send introduction emails to people in the wider organisation, clients or outside the workplace who may have contact with your new starter and help them set up any relevant meetings |  |
| Send your new starter invites to any relevant briefings or meetings they need to attend (i.e. team meetings) |  |
| Provide key contact information (helpful contacts, useful phone numbers, links) |  |
| Formalise and begin peer support arrangements, ensuring all parties can meet the commitment |  |
| Check if any reasonable adjustments have been implemented |  |
| **Make sure your new starter has access to the terms and conditions, practices, policies and procedures** | **Initial and date** |
| Annual leave |  |
| Anti-harassment policies, i.e. discrimination, harassment and bullying policy |  |
| Core HR policies: Disciplinary, performance, grievance, conduct |  |
| Data protection |  |
| Disability-specific resources |  |
| Flexible working |  |
| Health and safety |  |
| Inclusion |  |
| Other policies/statements that relate to individual conduct |  |
| Review period |  |
| Sickness and absence |  |
| Specific wellbeing-related resources |  |
| Staff benefits |  |
| **Learning and development** | **Initial and date** |
| Encourage completion of the National induction programme for health and social care |  |
| Discuss any formal qualifications, mandatory or statutory learning required |  |
| Discuss any short-term learning needs and begin local induction |  |
| Explain how learning will be accessed, when and where it will be completed and how it will be assessed |  |
| Set up any online learning |  |
| **Systems and processes** | **Initial and date** |
| Ensure your new starter has access to the relevant systems and complete any necessary systems training |  |
| If necessary, ensure your new starter knows how to use relevant devices, tablets and equipment, out of office and voicemail |  |