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**MANAGER’S PRE - INDUCTION CHECKLIST**

This checklist has been designed to assist Manager’s in their preparation for the arrival of a new employee or employee transferring from another NCC team.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Date Completed** |
| * View the Managers Induction area on the NCC Website
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| * Familiarise yourself with the Employee Induction Checklist and prepare this ready for employee start date
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| * Advise team of start date for new employee
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| * Assign an induction colleague / buddy (if appropriate)
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| * Agree roles for delivering all aspects of induction
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| * Arrange work area for new employee inc. desk, chair, IT equipment
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| * Complete relevant online form using the Council’s Assystnet system to arrange telephony and IT hardware and software access and requirements
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| * Complete Learning Together Account Request form and email to L & OD
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| * Ensure that required pre-employment documentation has been received by Employee Services
* Health Screening Questionnaire
* References x 2
* DBS clearance (if appropriate)
 |  |
| * Identify any opportunities to invite the new employee to attend events, meetings etc. that may occur pre-start date which may be beneficial and advise new employee of details and arrangements
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Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_