****

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |
|  | **Date Completed** |
| * View the Managers Induction area on the NCC Website |  |
| * Familiarise yourself with the Employee Induction Checklist and prepare this ready for employee start date |  |
| * Advise team of start date for new employee |  |
| * Assign an induction colleague / buddy (if appropriate) |  |
| * Agree roles for delivering all aspects of induction |  |
| * Arrange work area for new employee inc. desk, chair, IT equipment |  |
| * Complete relevant online form using the Council’s Assystnet system to arrange telephony and IT hardware and software access and requirements |  |
| * Complete Learning Together Account Request form and email to L & OD |  |
| * 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 |  |

Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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