



## Northumberland County Council

### EMPLOYEE INDUCTION CHECKLIST

#### Section A

Welcome to your new role within Northumberland County Council. We hope that your time with us will be enjoyable? This Employee Induction Checklist has been designed to help you to become acquainted with your new work environment, your team and the policies and procedures relating to your job and your employment with the Council.

Working through the checklist will ensure that you receive the support, guidance and information that all new and transferring employees need to know. It outlines the typical things that should be covered during a thorough and safe induction.

The checklist should be discussed and worked through in conjunction with your manager. Together you should start completing this checklist on your first day and it is anticipated that it should be completed within four weeks of your start date with the council or the date you transferred to your new role. This document will also assist in the identification and planning of your immediate training and development needs.

Not all items will be applicable to all staff; similarly there may be other activities or information that you feel should be added to the checklist. You should discuss and agree these with your manager.

Please date each item when the activity has been completed or when you have received the required information. If an item is not applicable please indicate this on the checklist.

When the checklist is fully completed you should both sign and date Section B. The document should then be forwarded to the HR/OD team. A record of your completed induction checklist will be stored within your Therefore employee record file.

**Please complete the details below:**

**Employee Name:** ..... **Position:** .....

**Directorate/Service/Team:** .....

**Start Date / Transfer Date:** .....

**Manager Name:** ..... **Position:** .....

**Name of Induction colleague / buddy (if assigned):** .....

## Day 1

### 1. THE INDUCTION PROCESS

Date  
Completed

- Outline of the induction process
- Viewed Employee Induction area on NCC Website


### 2. INTRODUCTIONS

Date  
Completed

- Met line manager / supervisor
- Met induction colleague / buddy (if assigned one)
- Met head of service / service manager
- Met team members
- Met team administrator / business support (if relevant)


### 3. ORIENTATION

Date  
Completed

- Work area and equipment, e.g. desk, IT, photocopier, stationery
- Tea and coffee arrangements / water dispenser / staff room / kitchen
- Toilets / showers / locker facilities
- Post room and collection point / Central Print (if applicable)
- Notice boards / staff information points
- Location of car parking areas / vehicle recharging points
- Complete building / locality induction eLearning module on Learning Together (if applicable)
- Tour of building / locality and relevant areas
- Catering – restaurant, vending machines, drinks machine etc.


### 4. DOCUMENTATION

Date  
Completed

- Staff ID card issued and tested
- Car park pass issued (if applicable)
- Passport / evidence of right to work in UK (to HR if not already done)
- P45 (if applicable) and bank details to payroll (if not already done)
- First pay day / Employee Services contact for issues re. tax / pay


**Week 1**

**5. CORPORATE INDUCTION**

	<b>Date Completed</b>
● Introduction to NCC website	
● Introduction to Staff Intranet	
● NCC Corporate Plan	
● Introduction to Learning Together Learning Management System (LMS) – manager to provide log in details	
● Book place on ‘Welcome to Northumberland’ Corporate Induction session and ‘Delivering Excellent Customer Experience’ workshop	
● Complete BElong eLearning module on Learning Together (inc. intro to NCC Vision, Values & Priorities & Core Competency Framework)	
● Council communications (Staff Room, CXB, Leader Briefings, Northumberland News Magazine)	
● SMART Schemes and Staff Rewards	
● Log in and familiarisation with Employee Self Service (if applicable) – ensure emergency contact and equalities data has been entered	
● Log in and familiarisation with Manager Self Service (if applicable)	

**6. DIRECTORATE / SERVICE SPECIFIC INDUCTION**

	<b>Date completed</b>
● Directorate and Service objectives, Service statements, team plans	
● Directorate / Service organisation chart / staff lists	
● Directorate / Service communication - Team briefings, team meetings and supervision arrangements	
● Social activities and networks within the team	
● Overview of finance procedures e.g. iProcurement, iExpenses, eBusiness	
● Administrative systems, e.g. booking rooms, ordering stationery, post	
● Hours of work, time keeping and flexi-time	
● Meal breaks and cover arrangements	
● Annual leave and booking procedure	
● Procedure for Sickness absence and other absences	
● Agile & Flexible working – team arrangements and protocols	

**7. JOB SPECIFIC INDUCTION**

	<b>Date Completed</b>
● Clarify job description (key duties, outputs, contacts, standards of work)	
● Explain how role fits into departmental and council objectives	
● Any role specific instructions / procedures that need to be explained	
● Qualifications / technical requirements checked (if not already done so)	
● Driving requirements discussed, vehicle MOT & Insurance checked	

**Weeks 1 - 4**

**8. PERFORMANCE MANAGEMENT & DEVELOPMENT**

- Explain Probationary process and schedule first review meeting (new employees only)
- Explain Employee Performance Management & Appraisal process
- Agree performance objectives (probationary or appraisal period)
- Access and make progress against the Council's statutory and mandatory learning TNA (via Learning Together)
- Identify training needs (including those identified to support induction) and create personal development plan
- Accessing personal and professional learning and development opportunities
- Accessing other opportunities, e.g. IT, Health and Safety etc.

**Date Completed**


**9. HEALTH, SAFETY & WELLBEING**

- Introduction to and location of nominated first aider
- Workplace fire evacuation procedure (alarm, identity of Fire Warden, location of muster point etc)
- Council accident / incident reporting procedure
- Working out of hours procedure and alarm codes
- Arrange PPE clothing / equipment (if required)
- No smoking policy
- Workstation assessment / online DSE training and eye test information
- Role of Occupational Health
- Welfare - Counselling and Employee Assistance Service
- Staff Counselling Service/ Chaplaincy
- Sports and social facilities including Healthier Together Events

**Date Completed**


**10. EQUALITY & DIVERSITY**

- Familiarisation with the Stonewall work
- Review the Equality and Diversity Policy

**Date Completed**


**11. IT SYSTEMS AND EQUIPMENT**

- How to use PC / rules of use, e.g. login, username and password
- Shared drives and directory structures
- Approved software / hardware
- Email access, safe usage, email signatures and out of office
- Use of calendar

**Date Completed**


- Agile & flexible working / access from outside the Council
- Telephony, e.g. mobility function, use of voicemail and standards
- For new employees - Inform L & OD of assignment number so that LT log in can be updated
- For transferring employees – Inform L & OD of new job title and name of manager so that LT log in details can be updated


**12. INFORMATION SECURITY & CONFIDENTIALITY**

- Discuss issues of information security and confidentiality
- Review Social Networking Policy

Date Completed

**13. OTHER INFORMATION**

- Introduction and links to other Council wide policies and procedures inc. Code of Conduct, Whistleblowing, Discipline & Grievance, etc.
- Sustainability in transport, e.g. car share scheme, cycle scheme
- Trade Union membership
- Local Government Pension Scheme (LGPS)
- Access to equipment for personal use, e.g. telephone, email

Date Completed

**Week 4**

Employee and Manager should meet four weeks after the employee start/transfer date to review the induction process and identify any issues that have not been completed. Using the space below record any additional support and guidance that has been provided during the induction period or record any further action that has been identified. These actions should be reviewed at regular supervision meetings (transferring employees) or at the probationary period first review meeting (new employees).

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## Section B

Section B of the Employee Induction Checklist should now be completed and a copy sent to the Human Resources & Organisational Development, Human Resources Directorate, County Hall, Morpeth, NE61 2EF or emailed to [Human.Resources@northumberland.gov.uk](mailto:Human.Resources@northumberland.gov.uk)

We confirm that the Employee Induction Checklist has been fully completed.

NAME OF EMPLOYEE: .....

ASSIGNMENT NO. ....

JOB TITLE: .....

DIRECTORATE / SERVICE: .....

SIGNATURE: .....

DATE: .....

NAME OF MANAGER: .....

JOB TITLE: .....

DIRECTORATE / SERVICE: .....

SIGNATURE: .....

DATE: .....