

NORTHUMBERLAND

Northumberland County Council

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 <ul style="list-style-type: none">• 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 _____