## Management Induction Checklist

This checklist covers elements for the recruiting manager to arrange to help create a smooth induction process for new starters.

Management actions of the [Onboarding](https://molly.molevalley.gov.uk/myhr/recruitment-induction/established-permanent-recruitment/onboarding/) process should be completed prior to this induction checklist. (NB this form picks up from the point at which the employee’s recruitment checks have been completed and start date confirmed).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **PREPATION AT LEAST 1 WEEK PRIOR TO NEW EMPLOYEE STARTING** | | | |
| 1. | Inform your team and relevant parties of the new manager | You can send an announcement via e-mail to all relevant parties about the new starter and their start date.  Contact the [Staff Hub](mailto:staffhub@molevalley.gov.uk) directly if you would like your new starter to meet with a staff hub member to help with their introduction to MVDC. |  |
| 2. | Arrange who will meet on arrival and show to work area | Organise a member of the team to greet and welcome new starter, ideally their direct manager. Do have a standby in case the manager is sick or delayed |  |
| 3. | Appoint a management buddy | Organise a buddy. This may be any manager (e.g. the most recent manager to join MVDC or another manager within your service). To be a point of contact for any general management queries (i.e. using HR, Finance or H&S systems, introductions to key staff etc.) |  |
| 4. | Notify relevant departments of new starters 1st day and book time in for 1st day induction activities | Property – Security pass  IT – Laptop set up & training  Fraud – ID checks |  |
| 5. | Prepare management induction timetable | Prepare this ready to give to your new starter prior to joining [(Appendix A)](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/ESQk_I7Q_eZEsAaQCcSiwSUB6Bdc_wcIN09ok7Yf8eO9GQ?e=RVBMRN)  First day and week information should be comprehensive. Later elements can be added to during the probation period. |  |
| 6. | Confirm 1st day/week details to your employee | Provide [Ringo Parking](https://molly.molevalley.gov.uk/2023/03/22/staff-parking-permit-changes-renew-your-staff-parking-permit-now/) Set up (as below no 9).  Contact the employee to provide induction timetable ([Template email for guidance is Appendix B](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/ESa0wgpNMS9Jt7OF-Kq4xwIB9svMn9KSh70CZfBwLukiMw?e=ODv3yq))- Ensure 1st day start time information and who to ask for at reception are included.  Reminder to bring proof of ID and address on 1st day. |  |
| 7. | Confirm workspace, tools and equipment | Ensure that the new starter’s workspace including a desk, computer/laptop, as well as necessary tools basic stationery and equipment are available, and in good working condition. |  |
| 8. | Include details in any e-mail distribution lists and group/team inboxes | Ensure confirmation of ICT set up and log ins received  Make sure the new starter’s e-mail address is added to appropriate e-mail distribution lists and necessary group inboxes |  |
| 9. | Ringo Parking Set up | Send your new starter the following links so they can set themselves up on the new Ringo parking app:  Firstly, you need to register for a RingGo account either by downloading the RingGo App or registering at <https://www.myringgo.co.uk/>.  If you have a personal RingGo account already, there is no need to set up a new account. You can then apply for your staff permit through this link <https://www.myringgo.co.uk/molevalley/permitapplications/info/230/SAM>. |  |
| 10. | For service area induction | Add any local induction items |  |
| 11. | For service area induction | Add any local induction items |  |
| 12. | For service area induction | Add any local induction items |  |
| 13. | For service area induction | Add any local induction items |  |
| 14. | For service area induction | Add any local induction items |  |
| 15. | For service area induction | Add any local induction items |  |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **FIRST DAY** | | | |
| 1. | Meet and greet new employee | Meet new starter from reception |  |
| 2. | Introduce to team | If appropriate allocate a member of the team as a point of contact for the new first few weeks at MVDC |  |
| 3. | Introduce to buddy | Manager to be a point of contact for the first few weeks at MVDC |  |
| 4. | Identity | Online / Digital Right to work check / proof of address |  |
| 5. | Fraud | Advise new starter that Council has a fraud and investigation team and that suspicious of fraud should be referred to this team.  Remind starter not to conduct any actions that could be viewed as fraud / accepting or offering bribes / or allowing money laundering to take place. Direct starter to [Fraud Molly](https://molly.molevalley.gov.uk/at-work/fraud-whistleblowing-bribery-and-money-laundering/) page for further information.  Advise starter to notify manager of any personal or financial interests that would conflict with their role. Details of these and other employee responsibilities which are included in the [Staff Code of conduct](https://molly.molevalley.gov.uk/myhr/employment-policies/). Fraud eLearning available via [BiteSize](https://molly.molevalley.gov.uk/myhr/learning-and-development/e-learning/bitesize/) – where required |  |
| 6. | HR | Qualifications to be copied/scanned (If applicable), return of starter forms and signed contract through DocuSign.  Manager to ensure the [Declaration of Interest and Related Party Transactions](https://molevalley-dash.test.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-d2ce851d-961e-4b35-9a07-be42e9a2dd89/AF-Stage-9fe9766a-da5a-43a0-bfbe-3553ab567bb9/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes) form is completed on the first day. |  |
| 7. | Property | Arrange collection of photo security pass |  |
| 8. | ICT      ICT Support Services | Collection of laptop from ICT area.    ICT Service Desk ext 3888  [ICT Service Desk portal](https://service.hornbill.com/mvdc/servicemanager/log/3/serviceRequest/5/)  [ICT for support](https://molly.molevalley.gov.uk/2020/03/23/contacting-ict-for-support/)  [ICT Knowledgebase](https://molevalleydc-my.sharepoint.com/personal/admin_molevalleydc_onmicrosoft_com/_layouts/15/onedrive.aspx?FolderCTID=0x0120001947C88BFBFF9640867E36F9D818C5E7&id=%2Fpersonal%2Fadmin_molevalleydc_onmicrosoft_com%2FDocuments%2FShared%2FICT%2FICT%20Knowledgebase%2FICT%20Knowledgebase%20-%20All%20Staff) |  |
| 8. | Mandatory Learning [(Elearning)](https://molly.molevalley.gov.uk/myhr/learning-and-development/e-learning/) | The following eLearning courses (emailed to the starter) are completed on the first day of employment:   * **Health and Safety Basics and Essentials for Managers** * **GDPR UK Advanced (Management)** * **Display Screen Equipment**   Log on details for learning platform [Go1](https://molly.molevalley.gov.uk/myhr/learning-and-development/e-learning/go1/) will be emailed to the new starter directly. |  |
| 10 | Mandatory Policies Signing | The employee will receive an email from ‘KnowledgeBe – New Starter First Day Policies’ with log in details.  All MVDC policies included in this email must be read and signed on the first day. |  |
| 11 | Managers Health & Safety Checklist | [Checklist](https://molevalley-dash.achieveservice.com/service/New_Starter_Health_and_Safety_Checklist) – Manager to complete with the employee |  |
| 12 | Display Screen Equipment (DSE) training | Employee will receive email from the Policy & Performance Officer if they are a desk-based employee to complete Display Screen Equipment (DSE) training on the Go1 eLearning platform. |  |
| 13. | Adelante Cash Receipting System Confidentiality Agreement (if required) | If the employee is using Adelante they need to read and sign the [confidentiality agreement](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/EXW8KoszatxPpkZPj5RSMHUBtwUXrgVKJ298r7knco_hhA?e=Tswo2o) |  |
| 14 | Driving Endorsements Check (if required) | If the employee is driving for work purposes, they must complete this [check](https://www.gov.uk/view-driving-licence) and send the confirmation to [hr.admin](mailto:hr.admin@molevalley.gov.uk) |  |
| 15 | Provide introduction to:  Molly  MyHR  Health & Safety  Pay information  FlexiTime  Staff Hub  iTrent Self Service / People Manager | [IT Help Desk for IT issues](https://service.hornbill.com/mvdc/servicemanager/),  [Property Help Desk for property & facilities issues](https://molevalley.concerto.co.uk/login.aspx)  [Key policies](https://molly.molevalley.gov.uk/myhr/employment-policies/) not covered via other routes (whistleblowing, change management, capability)  [Telephone Directory](https://molly.molevalley.gov.uk/staff-directory/)  [Room booking](http://molly.mole-valley.gov.uk/index.cfm?articleid=49281)  [Employment Policies](https://molly.molevalley.gov.uk/myhr/employment-policies/) – overview of all policies including (Absence Management, Disciplinary, Grievance, Capability etc)  [Health & Safety Procedures Manual](https://molevalleydc-my.sharepoint.com/:w:/g/personal/admin_molevalleydc_onmicrosoft_com/EXH0xm2ecLZMtrXy1gQBN8kBb-z-3PHdOWB5oAE2YA9xjQ?e=QRA5P9)  Pay date  Payroll cut off explanation and pay info (runs from 1st to end of month). If start date after cut off, will not get paid until following month  [E-slips/self-service view of payslips](https://ce0203li.webitrent.com/ce0203li_ess/ess/#/login)  [FlexiTime](https://molly.molevalley.gov.uk/myhr/leave-and-time-off/flexitime/) (if applicable to your team)  Explain shared drives and folders and how the team works with files  [Staff Hub](https://molly.molevalley.gov.uk/staff-information/staff-hub/)  Log in set up by HR and emailed to starters. HR will train on this - make sure this is booked in - [email HR team](mailto:hr.admin@molevalley.gov.uk) |  |
| 16 | Explain Building Security | [Car Parking Permit](https://molly.molevalley.gov.uk/2023/03/22/staff-parking-permit-changes-renew-your-staff-parking-permit-now/)  [Out of hours working if applicable](http://molly.mole-valley.gov.uk/index.cfm?articleid=14680)  ID card requirements/Passes  Personal belongings and security |  |
| 17 | Introduction to Colleagues | Set up short meetings with key contacts as introductory meetings |  |
| 18 | Explain Job Role and Responsibilities | Confirm major components of the job including main task and responsibilities |  |
| 19 | For service area induction | Add any local induction items |  |
| 20 | For service area induction | Add any local induction items |  |
| 21 | For service area induction | Add any local induction items |  |
| 22 | For service area induction | Add any local induction items |  |
| 23 | For service area induction | Add any local induction items |  |
| 24 | For service area induction | Add any local induction items |  |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **FIRST WEEK** | | | |
| 1. | Essential Learning (MVDC general) | The following eLearning courses (emailed to the starter) are completed within the first week of employment:   * **Management Gaps** * **Freedom of Information** * **Safeguarding Children & Vulnerable Adults** * **Equality & Diversity** * **Risk Assessment in the Workplace** * **Unconscious Bias** * **Accident Investigation** * Service specific essential learning required for the role.   Log on details for learning platform [Go1](https://molly.molevalley.gov.uk/myhr/learning-and-development/e-learning/go1/) will be emailed to the new starter directly. |  |
| 2. | Bespoke service mandatory training | Add any team/role specific mandatory training |  |
| 3. | Department Function | Clarify how the new role fits into the team and ensure the employee understands the role, responsibilities, expectations, and conditions of employment. Check that the employee has read MVDC’ [code of conduct](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/EWQOaBkj79BBvz2MPEQoSSUBq3386wQQ8BKuNtm7ELIA9g?e=ahyQUE) for employees |  |
| 4. | Strategic Plan | Explain MVDC’s [strategic plans](https://molevalley.gov.uk/home/council/about-mvdc/council-strategy) (e.g. Council Strategy, Annual Plan) and the big picture, your team’s current priorities and how their role will help achieve these. |  |
| 5. | Discuss and ensure log in details for Management ELearning via Bite Size | To make aware of [Management Development E-Learning](https://molly.molevalley.gov.uk/myhr/learning-and-development/e-learning/) and set completion by the end of probation period.   * See Management Development Learning section of the [Business and Managers Molly page](https://molly.molevalley.gov.uk/myhr/learning-and-development/business-and-line-managers/) * Minimum package includes: * Via BiteSize * Coaching & Mentoring, Flexible Leadership, Performance Management, Managing Change, Communicating Under Pressure, Communicating with Confidence, Finance for Non Financial Managers, Understanding Budgets & Finance, Fraud Awareness, Critical Thinking, Resilience, Introduction to Mental Health * Managing Virtual Teams (if appropriate) * Via Go1 - Unconscious Bias |  |
| 6. | Development relating to the role | Structure job training relating to the role that the new employee will be performing. This may require a separate training plan depending on service area needs. Discuss with the new employee to identify training needs. |  |
| 7. | Health and Wellbeing Initiatives | Cover initiatives for health and wellbeing e.g. [Mental Health First Aid](https://molly.molevalley.gov.uk/myhr/health-and-wellbeing/mental-health-first-aiders/), [Employee Assistance Programme](https://molly.molevalley.gov.uk/myhr/health-and-wellbeing/employee-assistance-programme/), Occupational Health |  |
| 8. | IT issues | IT issues are resolved (if any) |  |
| 9. | First 100-day plan | Meet and discuss and/or document hot issues that may require attention in the first 100 days |  |
| 10. | Meet with team members | Assist in arranging meetings with team members – informal and 1:1s. Provide PDR and development plans for team members to support discussions. |  |
| 11. | For service area induction | Add any local induction items |  |
| 12. | For service area induction | Add any local induction items |  |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **2 – 4 WEEKS** | | | |
| 1. | Ensure monthly 1-2-1 meetings are scheduled | Check that the employee feels sufficiently knowledgeable and comfortable with the new role.  Ensure the right level of support is being provided |  |
| 3. | Probation/Performance Review | Hold probation meeting and discuss and agree objectives for probationary period in line with [Probation guidance](https://molly.molevalley.gov.uk/myhr/recruitment-induction/probation-period/) and introduce the PDR |  |
| 4. | 121 meeting with Exec Head/BMT | Arrange meetings with suitable Senior Managers |  |
| 5. | For service area induction | Add any local induction items |  |
| 6. | For service area induction | Add any local induction items |  |
| 7. | For service area induction | Add any local induction items |  |
| 8. | For service area induction | Add any local induction items |  |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **INDUCTION EVALUATION**  **4 – 6 WEEKS** | | | |
| 1. | Check the new employee’s knowledge and understanding | Understanding and feedback about the quality of the induction identifying any gaps and actions to fill these |  |
| 2. | Probation | Book 3-month probation meeting |  |
| 3. | Learning | Ensure all mandatory learning completed |  |
| 4. | For service area induction | Add any local induction items |  |
| 5. | For service area induction | Add any local induction items |  |
| 6. | For service area induction | Add any local induction items |  |
| **INDUCTION COMPLETION** | | | |
| 1. | Performance objectives | Identify any further support/development training and finalise performance objectives to support PDR |  |
| All induction elements completed, and [6-month probation](https://molly.molevalley.gov.uk/myhr/recruitment-induction/probation-period/) booked (NB once held the probation meeting date and outcome letter must be recorded on [iTrent](https://molly.molevalley.gov.uk/wp-content/uploads/2021/07/How-to-add-a-Probation-Outcome-or-Probation-Extension-to-iTrent.pdf))  (Note: All mandatory learning must be completed and logged on iTrent, and policies read and signed prior to signing the induction as complete) | | | |
| Manager Name: | | | |
| Signature: | | | |
| Date Induction Checklist completed: | | | |