**Appendix A.**

**Employee Induction Timetable Template (Times/dates can be adapted)**

(Where staff are working virtually you will need to set up virtual appointments – it is best to do this in advance.)

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| --- | --- | --- |
| **Activity** | **Time** | **Person & Department** |
| **Week 1 – Date to/from** |  |  |
| **Day 1 - Date** |  |  |
| Welcome and introduction and building security (NB this must be in person – to provide equipment and cover fire and emergency arrangements in buildings) | 9.00am | Recruiting Manager / Team Member |
| Meet the team and buddy (if applicable) |  | Recruiting Manager / Team Member |
| Complete right to work check and proof of address check  Ensure any outstanding on-boarding documentation is completed Essential learning set up (employee will receive an email with log on instructions via Go1)  I.D pass photo ICT laptop allocation and complete form |  | Recruiting Manager  Recruiting Manager  Property  ICT |
| **Lunch** |  |  |
| New Starter Checklist – Complete ‘First Day’ section  Health & Safety Checklist - Building Tour, First Aiders and Fire Drill |  | Recruiting Manager  Recruiting Manager |
| Online essential learning:  GDPR UK Essentials  Health & Safety Basics & Essentials  Display Screen Equipment (DSE) – email assessment (if desk based) |  | At desk |
| **Day 2 - Date** | | |
| Emails – Outlook & Office 365, team email in-boxes, post, photocopier, scanner  Intro to intranet (Molly) – MyHR pages, Policies, Staff Information, H&S  Training admin support – room bookings |  |  |
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| **Day 3 - Date** |  |  |
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|  |  |  |
| **Day 4 - Date** |  |  |
| Introduction to MyHR – Service Desk  Introduction to iTrent (HR recording system) |  | Recruiting Manager |
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|  |  |  |
| **Day 5 - Date** |  |  |
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| --- | --- | --- |
| **Week 2 – Date to/from** |  |  |
| **Day 1 – Date** |  |  |
|  |  |  |
| **Day 2 – Date** |  |  |
| Online essential learning:  Equality & Diversity  FOI  Safeguarding Children & Vulnerable Adults |  | At desk |
|  |  |  |
| **Day 3 – Date** |  |  |
|  |  |  |
| **Day 4 – Date** |  |  |
|  |  |  |
| **Day 5 - Date** |  |  |
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