**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.)

|  |  |  |
| --- | --- | --- |
| **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 completedEssential learning set up (employee will receive an email with log on instructions via Go1)I.D pass photoICT laptop allocation and complete form |  | Recruiting ManagerRecruiting ManagerPropertyICT |
| **Lunch** |  |  |
| New Starter Checklist – Complete ‘First Day’ section     Health & Safety Checklist - Building Tour, First Aiders and Fire Drill |  | Recruiting ManagerRecruiting Manager |
| Online essential learning:GDPR UK EssentialsHealth & Safety Basics & EssentialsDisplay Screen Equipment (DSE) – email assessment (if desk based)  |  | At desk |
| **Day 2 - Date** |
| Emails – Outlook & Office 365, team email in-boxes, post, photocopier, scannerIntro to intranet (Molly) – MyHR pages, Policies, Staff Information, H&STraining admin support – room bookings |  |  |
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| **Day 3 - Date** |  |  |
|  |  |  |
|  |  |  |
| **Day 4 - Date** |  |  |
| Introduction to MyHR – Service DeskIntroduction to iTrent (HR recording system) |  | Recruiting Manager |
|  |  |  |
|  |  |  |
| **Day 5 - Date** |  |  |
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| --- | --- | --- |
| **Week 2 – Date to/from** |  |  |
| **Day 1 – Date** |  |  |
|  |  |  |
| **Day 2 – Date** |  |  |
| Online essential learning:Equality & DiversityFOISafeguarding Children & Vulnerable Adults |  | At desk |
|  |  |  |
| **Day 3 – Date** |  |  |
|  |  |  |
| **Day 4 – Date** |  |  |
|  |  |  |
| **Day 5 - Date** |  |  |
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