## Employee Internal Transferee Checklist – NB these assume in person meetings can take place where necessary, but you must always remember social distancing and in the event of a full lockdown, workarounds will need to be arranged in advance.

This checklist covers points for recruiting manager to arrange to help create a smooth transfer process for an MVDC employee from one team/department to another.

Management actions for the recruitment and transfer 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 1 WEEK PRIOR TO NEW EMPLOYEE STARTING** | | | |
| 1. | Inform your team and relevant parties of the new starter | You can send an announcement via e-mail to all relevant parties about the new starter and their start date |  |
| 2. | Arrange who will meet new starter on arrival and show to work area | Organise a member of the team to greet and welcome new starter, ideally the manager. Do have a standby in case the manager is sick or delayed |  |
| 3. | Notify relevant departments of new starter’s 1st day and book time in for 1st day activities |  |  |
| 4. | Prepare employee induction timetable | Prepare this ready to give to your transferee prior to joining (Appendix A)  First week information should be comprehensive. Later elements can be added to during the induction period. |  |
| 5. | Confirm 1st day/week details to your employee | Contact the employee to provide a timetable and first day details (i.e. who to report to etc). |  |
| 6. | Confirm workspace, tools and equipment | Ensure that the new starter’s workspace is arranged and equipment provided. (Additional programmes may be required for the employee’s new role and access added to the employee laptop prior to commencement in the new role). |  |
| 7. | Include details in any e-mail distribution lists and group/team inboxes | Ensure confirmation of additional ICT log ins received  Make sure the new starter’s e-mail address is added to appropriate e-mail distribution lists and necessary group inboxes |  |
| 8. | For service area induction | Add any local induction items |  |
| 9. | For service area induction | Add any local induction items |  |
| 10. | For service area induction | Add any local induction items |  |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **FIRST DAY** | | | |
| 1. | Meet and greet new employee |  |  |
| 2. | Introduce to team | If appropriate allocate a member of the team as a point of contact for the new employee’s first few weeks at MVDC |  |
| 3. | HR | Qualifications to be copied/scanned (If applicable), return signed contract |  |
| 4. | Adelante Cash Receipting System Confidentiality Agreement (if required) | If the employee is now using Adelante they need to read and sign the [confidentiality agreement](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/EXW8KoszatxPpkZPj5RSMHUBtwUXrgVKJ298r7knco_hhA?e=Tswo2o) |  |
| 5. | Driving Endorsements Check (if required) | If the employee is now 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) |  |
| 6. | Introduction to Colleagues | Set up short meetings with team members as introductory meetings |  |
| 7. | Explain Job Role and Responsibilities | Confirm major components of the job including main tasks and responsibilities |  |
| 8. | For service area induction | Add any local induction items |  |
| 9. | For service area induction | Add any local induction items |  |
| 10. | For service area induction | Add any local induction items |  |
|  | **Induction Item** | **Comments** | **Date Completed** |
| **FIRST WEEK** | | | |
| 1. | 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 reviewed MVDC’ [code of conduct](https://molevalleydc.sharepoint.com/:w:/s/Team-HRa/EWQOaBkj79BBvz2MPEQoSSUBq3386wQQ8BKuNtm7ELIA9g?e=ahyQUE) for employees |  |
| 2. | Strategic Plan | Ensure employee understands 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. |  |
| 4. | Development relating to the role | Structure job training relating to the role that the 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. |  |
| 5. | 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. Staff Hub |  |
| 6. | Ensure all mandatory training is up to date (MVDC general) | * Diversity, Equality and Discrimination * Freedom of Information * Safeguarding children, young people and adults training to be completed – log on details will be emailed to the new starter directly. * Data protection (GDPR) |  |
| 7. | IT issues | IT issues are resolved (if any) |  |
| 8. | Bespoke service mandatory training | Add any team/role specific mandatory training |  |
| 9. | For service area induction | Add any local induction items |  |
| 10. | 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 |  |
| 2. | Essential Training | Ensure the employee has completed all mandatory and statutory required training for the role.  Employees should also be aware of our email process and Staff Hub initiative for reducing email usage |  |
| 3. | Performance Review | Hold 4-week performance review meeting and discuss and agree objectives. |  |
| 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 Item** | **Comments** | **Date Completed** |
| **INDUCTION EVALUATION**  **4 – 6 WEEKS** | | | |
|  |  |  |  |
| 1. | Performance review meeting | Book 3-month performance review meeting |  |
| 2. | For service area induction | Add any local induction items |  |
| 3. | For service area induction | Add any local induction items |  |
| **INDUCTION COMPLETION** | | | |
| All induction elements completed. (Note: All outstanding mandatory training must be completed prior to signing the induction as complete) | | | |
| Manager Name: | | | |
| Signature: | | | |
| Date Induction Checklist completed: | | | |