

New Starter and Manager Checklist:

Managers should help new starters complete the items in this checklist. A completed copy should be placed in the new starter's personal file.

Name:

I attended Corporate Induction on this date:

Confirmation that my new starter E-Form was completed and sent to payroll: YES/NO

My Division:

My Department:

My Line Manager's name:

My Appraiser (if different from manager):

Date of my first probationary period review:

Date of first appraisal:

My working hours/per week, are:

Start time:

Finish time:

Or confirmation of shift pattern:

My break periods are (if appropriate): From:

To:

I have discussed the following with my manager, and understand or can access the following information/procedures (check each when completed):

- ☐ Email
- ☐ ID entry/swipe procedures
- ☐ E Pay slip
- ☐ My Job Description
- ☐ Annual Leave entitlement and procedures
- ☐ Sickness Reporting
- ☐ Uniform or dress code requirements, any required Personal Protective Equipment
- ☐ Local Risk Assessments

○ **Connect - HR Web (Policies), DATIX, DMS, Risk Assessments, etc.**

- Self-Service on the Portal & ESR (Learning Plan/ booking courses/ access to eLearning)
- Parking Permit/Bike facilities
- Workstation assessment, any additional support/reasonable adjustments needed
- Introduction to work colleagues (volunteers and apprentices, if appropriate)
- Storage areas
- Office supplies
- Keys and/or key holders
- First Aiders/First Aid Kit
- Resuscitation Trolley Orientation completed (as relevant to clinical staff)
- Fire Safety equipment and alarms
- Office exit/closing procedures; Lone worker procedures
- Use of 2222 emergency number
- Co-workers Emergency contact numbers and procedures

○ **I am current in all Essential Training, including completion of the Local Induction Workbook**

○ **I feel I have enough confidence, equipment, training, and supervision to undertake my new role**

- **I have identified, with my manager, any Essential – ‘Specific to Role’**
- **Training requirements I should also soon acquire for my role, e.g., Customer Service, Leadership and Management, etc.**

Staff Signature:

Manager Signature:

Date: