

Employee Introduction Checklist	
Name	
Job Title	
Start Date	

Heading	Sub Headings	Target Time	Responsible Person	Date undertaken	Signature of Responsible Person	Date understood	Signature of Employee
HR Forms							
	Disclosure Scotland - if required	Prior to employment	Office Manager				
	Open new personnel file	Prior to 1st day	Office Manager				
	Nominate a Buddy	Prior to 1st day	Line Manager				
	Acceptance of Job Form	Prior to starting	Office Manager				
	Passport or other necessary paper work to proof post holder is entitled to work in the UK	Prior to candidate being offered post	Office Manager				
	New Start Form	1st day	Office Manager				
	Ensure all necessary forms are completed and given to the Office Manager	1st day	Office Manager				
	Make sure Bank Details are given to Salaries	1st day	Office Manager				
	Be given an Employee Number	1st day	Office Manager				
	Find out previous Local Government service for Pensions	1st week	Office Manager				
Service Policies							
	Pay rates and methods	1st day	Office Manager				
	Time keeping and Flexi time	1st day	Line Manager				

	Holiday card and entitlement	1st week	Office Manager				
	Sickness Absence	1st week	Line Manager				
	Mileage Claims	1st month	Line Manager				
	Overtime procedures	3rd month	Line Manager				
Introduction to the Assessors							
	Introduction to Line Manager	1st day	Line Manager				
	Given a brief overview putting into context where individual works in relation to the Office as a whole	1st day	Line Manager				
	Introduction to Buddy	1st day	Line Manager				
	Who you will be working with	1st day	Line Manager				
	Who is the Assessor?	1st week	Line Manager				
	The Family Tree	1st week	Line Manager				
	Where you fit in	1st week	Line Manager				
	Where people sit	1st week	Line Manager				
Introduction to your Colleagues and The Team							
	Introduce individuals to Service staff and senior staff and other with whom individuals will have regular contact	Within 1st day/week	Buddy				
Tour of the Building and meeting other Staff							
	Should take place on the first day.If large team concentrate on immediate colleagues. Nominate a buddy or mentor to provide support over the first few days/weeks for this and the job induction	1st day/week	Buddy				
Where things are	Toilets	1st day	Buddy				
	Canteen facilities	1st day	Buddy				
	Meals and other breaks	1st day	Buddy				

	The nearest Shop	1st /dayweek	Buddy				
	Other staff facilities	1st month	Buddy				
	Staff benefits	1st month	Office Manager				
Security							
	Time Management Card (BLICK) to be issued	1st day	Office Manager				
	Password for Time Management Card	1st day	Office Manager				
	ID card to be issued	1st day	Office Manager				
	Parking arrange a parking permit if necessary	1st day	Office Manager				
	Computer use agreement	1st day	Office Manager				
	Access to Secure Area	1st Month	Depute Assessor				
Health and Safety							
General							
	Work Station Assessment	1st week	Office Manager				
	First Aiders	1st week	Buddy				
	First Aiders Locations	1st week	First Aider				
	First Aid Box	1st week	First Aider				
	Reporting Accidents and Incidents	1st month	Line Manager				
	Asbestos Awareness (if applicable)	1st Month	Line Manager				
	H&S Policy	1st Month	Line Manager				
	Risk Assessment	1st Month	Line Manager				
	H&S Training Review	3rd Month	Line Manager				
Fire procedure							
	Where to go in the event of a fire alarm sounding	1st day	Buddy				
	Fire Safety information on office intranet	1st day	Buddy				
	Emergency Exits	1st day	Buddy				
	Fire Drills	1st day	Buddy				
	Fire Assemble Points	1st day	Buddy				
	Fire Alarm checked each Tuesday at 1430 hours	1st week	Buddy				

Safety Equipment - If required							
	Safety Shoes	1st week	Office Manager				
	Jacket	1st week	Office Manager				
	Hard hat	1st week	Office Manager				
	Yellow Jackets	1st week	Office Manager				
	Being aware of Laser/cameras procedures (if applicable)	1st week	Buddy				
	Being aware of wearing protective/safety clothing (if applicable)	1st week	Line Manager				
Introduction to Role/Job							
	Allocation of Work station and equipment	1st day	Line Manager				
	Outline of Job	1st day	Line Manager				
	Show how to log in to IT applications	1st day	Buddy				
	Checking work stationery, tapes etc	1st day	Buddy				
	Meet the rest of the team	1st week	Buddy				
	Use of Telephone system	1st week	Buddy				
	Key priorities	1st month	Line Manager				
Key Policies							
	Data Protection	1st week	Deputy ERO				
	Harassment Policy	1st month	Line Manager				
	Grievance	1st month	Line Manager				
	Reporting concerning work	1st month	Line Manager				
	Discipline	1st month	Line Manager				
	Freedom of Information	1st month	Depute Assessor				
	Equal Oppportunities	1st month	Depute Assessor				
Communications							
	Team Meetings	1st month	Line Manager				
Employee Development							
	Review to ensure Day 1 induction done	1st day	Line Manager				
	Review to ensure Week 1 induction done	1st Week	Line Manager				
	Review to ensure Month 1 induction done	1st Month	Line Manager				

	Review to ensure Month 3 induction done	3rd Month	Line Manager				
	Appraisal	Annual	See Appraisal Policy				
	Training and assessment	Separate Information					