**Month one induction checklist**

Name: Start date:

Team:

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| **Activity** | **Complete** |
| **Supervision and belonging** | **Initial and date** |
| Reinforce expectations of conduct and performance in relation to:   * working practices, statutory requirements, policies, and guidance * values, behaviours and codes of conduct * organisational cultural expectations * adaptations for individual’s needs |  |
| Praise positive behaviours and raise any early concerns or issues identified |  |
| Set further meaningful objectives to be achieved by the end of the review period and explain how performance will be assessed |  |
| Book in dates for the interim review meeting after month three |  |
| Discuss new stakeholders that your new starter needs to meet and discuss how to meet with them |  |
| Encourage new starter to join any relevant networks and groups |  |
| Continue with regular check-ins to discuss how the new starter is adjusting to the role, if they need any additional support or development opportunities and what you can do as a manager to support them through the induction process |  |
| Encourage your new starter to share any issues, concerns and feedback |  |
| Discuss ways to ensure a healthy work life balance, and find out what support they might need for their wellbeing at work |  |
| Signpost your new starter to sources of wellbeing and mental health support, including Skills for Care’s wellbeing resources and any employee assistance programmes |  |
| **Terms and conditions, practices, policies and procedures** | **Initial and date** |
| Ensure your new starter is comfortable with:   * reasonable adjustments made * blended or flexible working * shift hours * online meetings and using digital aspects of their role |  |
| Highlight (if not already done): pensions, benefits, travel, expenses, cycle to work schemes, season ticket loans |  |
| Ensure your new starter has:   * booked any relevant holiday * submitted timesheets * used the rota |  |
| **Learning and development** | **Initial and date** |
| Review the current learning and development plan outlined in the induction plan and put in place a personal development plan |  |
| Ensure they have completed the National Induction for Health and Social Care |  |
| Review learning and development undertaken, ask for reflections on challenges faced to identify any issues and gaps to fill |  |
| Ensure your new starter is booked onto any required face-to-face or online training modules |  |
| Continue supporting your new starter through the local  induction, and plan any role specific training |  |
| Discuss peer support learning, how this is progressing and identify if further or different support is needed |  |
| Discuss future career options using the Care workforce pathway |  |
| Pull together a longer-term learning and development action plan for your new starter to work through |  |

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| **Staff manager additions** | **Initial and date** |
| If your new starter is a staff manager, make sure they are aware of key management policies and procedures:   * recruiting a new member of staff * flexible working and working hours * performance, disciplinary and grievance |  |