**Months three to six induction checklist**

Name: Start date:

Team:

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| **Activity** | **Complete** |
| **Supervision and belonging** | **Initial and date** |
| Identify and celebrate achievements, progress, and positive behaviours in line with organisational values and expectations |  |
| Identify, share, and manage concerns in relation to:* compliance with working practices, statutory requirements, policies, and guidance
* meeting expectations of behaviours and conduct
 |  |
| Set up a three-month probationary review, assessing progress and performance against their objectives set in month one.* Formal structured assessment
* Identify where objectives have been met and performance is at the expected standard
* Discus any concerns or areas where objectives and progress is not being made
* Discuss adaptations that are needed to meet the objectives
* Record the assessment, evidence, actions, and outcomes
 |  |
| Determine if the new starter is competent to complete their role without supervision or do they need additional support to see them through to the end of the probation period. Have they met the standard? |  |
| Book in dates for the end of probationary review meeting for after month six |  |
| Discuss new stakeholders that your new starter needs to meet and how to meet with them |  |
| 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 |  |
| Encourage your new starter to share any feedback. Ask them to raise any issues and concerns as well as any successes that they would like to. |  |
| **Terms and conditions, practices, policies and procedures** | **Initial and date** |
| Ensure the new starter continues to book any relevant holiday, submit timesheets and use rotas |  |
| Ensure the new starter is comfortable with: * reasonable adjustments made
* blended working or flexible working
* shift hours
* using digital aspects of their role

Make changes as needed within these.  |  |
| **Learning and development** | **Initial and date** |
| Review learning and development undertaken, identify any issues and gaps to fill |  |
| Ensure the new starter is booked onto the next phase of face-to-face or online training modules |  |
| Signpost to training options that will further support them in their role and in their personal and professional development |  |
| Discuss peer support learning, how this is progressing and identify if further or different support is needed |  |
| Continue to build on their learning and development action plan  |  |
| Signpost to internal development opportunities such as secondments and the latest learning offer.  |  |
| Discuss potential career aspirations. Use the Care workforce pathway to support their thinking about where they want to progress to in the future and how they can continue to get there. |  |
| **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 procedures, capability performance, capability health, disciplinary and grievance
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