**Pre-arrival induction checklist**

Name: Start date:

Team:

Use this checklist and the safer recruitment risk assessment check list to track everything you need to do from an induction perspective before your new starter arrives.

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| **Administration**  | **Initial and date** |
| Complete [A2-Pre-employment-check-risk-assessment.docx](file:///C%3A%5CUsers%5CAdmin%5CAppData%5CLocal%5CTemp%5Cfb076f09-f32a-4bc0-94e2-9a24cf375cbd_toolkit%20190324%20%281%29.zip.cbd%5CA2-Pre-employment-check-risk-assessment.docx%20%28live.com%29) to help ensure that you are DBS compliant, have references and right to work details requested |  |
| Send out contract, including working hours, absence and holiday procedures |  |
| Notify service area/manager/HR of new employee starting  |  |
| Confirm induction arrangements have been completed and raise any concerns with HR prior to employee’s start date |  |
| Order any necessary equipment |  |
| Set up IT account and share log in details |  |
| Generate payroll number |  |
| **Communications** | **Initial and date** |
| Send welcome letter - Contact your new employee to congratulate and welcome them to the team  |  |
| Confirm start date and time, and where to go on their first day  |  |
| Send communication to your team, appropriate managers and others in the department or across the organisation, announcing the new person’s start date and role |  |
| **Preparing for day one** | **Initial and date** |
| Decide who will be involved with each part of the induction and book time in their diaries– you, other managers, other people in the team, a buddy etc.  |  |
| Pull together your new starter’s induction schedule, combining organisational inductions and team or role induction. Include information about:* the organisation, department and team
* overview of roles and responsibilities
* practical information about their employment (what to wear, how they are paid etc)
* key policies and processes
* communication methods
* opportunities to meet peers and the people they will support
* training and development
* supervision and peer support arrangements
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