

“Hello To ... Your Team”

INDUCTION CHECKLIST

<i>Employees Name</i>	
<i>Division</i>	
<i>Managers Name</i>	
<i>Date of commencement in post</i>	

Rhondda Cynon Taf Council is committed to ensuring that all new employees to the Council receive a comprehensive induction. This checklist is designed to complement the **“Hello To ... The Council”** (Corporate Induction programme), **“Hello To ... Your Team”** (employee’s local induction programme/plan and as a tool for both managers and new employee’s to:

- Track the delivery of an employee’s induction programme/plan led by the line manager
- Track the completion of the induction programme/plan by the employee
- Provide a baseline of information to begin the personal development planning process which will be undertaken jointly by both the manager and employee

All of the activities covered must be included in the employees induction programme if they are applicable.

All inductions are to be completed within 6 months of employment start date.

Mandatory Completion for ALL New Employees

	Date Completed	Comments
Part 1: Introduction & Health & Safety		
Initial greeting and briefing of the induction program/plan/induction checklist from manager		
RCT Source account details provided to the employee		
Signing in/out procedure explained (including any local arrangements in relation to safety)		
Procedure for accessing building explained e.g. key fob supplied if appropriate		
Emergency Contact form completed and manager keeps a copy safely		
Identity card/security pass issued (where applicable)		
Accident Reporting Procedures, location and completion of accident book explained		
Nominated First Aider and location of First Aid box/equipment		
COSHH procedures explained (where applicable)		
Lone Working procedures explained (where applicable). Policy available on RCT Source		
Display Screen Equipment procedure (where applicable)		
Personal Information		
Introduction to immediate team members		
Provide email and login details		
Location of kitchen/canteen/toilets/tea & coffee facilities		
Location of an use of fax machine/photocopier – login		
Site layout explained and tour carried out (where applicable)		

	Date Completed	Comments
Salary/wages explained		
Personal Information (cont.d)		
Annual leave entitlement explained and card issued		
Flexi leave procedure explained (where applicable)		
Shift/Work rota explained (where applicable)		
Office hours/cover explained (where applicable)		
Scheme for Reimbursement of Travelling Expenses and e-expenses system explained – copy of license, MOT certificate and insurance documents provided and checked		
Probation period explained and ate of review meeting provided		
Appropriate use of mobile phones and office phones explained		
Car parking facilities explained (if applicable)		
Allocation of work related equipment (e.g. workstation, PC, tools, Personal Protective Equipment), workstation DSE assessment completed		
Explanation of Staff Benefits website and login details		

	Date Completed	Comments
Part 2: Organisational Policies All the policies and procedures that relate to these categories can be found on RCT Source – if you do not have access to RCT Source, your manager will provide you with a copy		
Mandatory e-Learning modules that ALL staff must complete via RCT Source, these include: <ul style="list-style-type: none"> • Safeguarding Children and Adults – Raising Awareness • Violence Against Women, Domestic Abuse and Sexual Violence • Introduction to Information Management • ICT Security – Protecting Information • Data Protection Awareness (GDPR) • Corporate Induction 		
Internet/Email Acceptable Use Policy (where applicable)		
Sickness Reporting Procedure/Policy – Day 1-4 reporting		
Leave of Absence		
Welsh Language Standards and individual responsibilities explained		
Discipline Procedure and Rules, including Code of Conduct		
Grievance Procedure		
Equality and Diversity Policy		
Smoking in the Workplace Policy		
Capability Procedure/Policy		
Drug Misuse at Work Policy		
Anti-Fraud and Corruption Policy		
Gifts and Hospitality Policy		
Workplace Stress Policy and role of Occupational Health Unit		
Complaints Procedure explained		
Training, Learning and Development Policy		

ADDITIONAL GUIDANCE

Below is a list of further areas, which will aid with the Induction process. In line with best practice, these areas should be addressed within the first month of commencement.

Topic	Date completed	Comments
Council Plans explained		
Departmental/Team structure		
How the department works and relates to other departments		
Job Description and how employees post fits into the departments		
Expectations/standards/current priorities		
Who's who in the team, their roles and responsibilities		
Initial training need identified		
Set up meetings with key contacts		
Nominate "buddy"		
Visits to other key sites/locations		
Reporting, communications and management structures		
Terminology, jargon, glossary, definitions of local terms		
Customer Care Charter standards		
Staff Networks		

Any comments/follow up actions

It is advised this document should be signed and dated and should be completed no later than 6 months of commencement. The employee and line manager should then retain a copy, and a copy returned to Human Resources.

Signed Employee: _____

Date: _____

Signed Manager: _____

Date: _____

Please return to:

**Human Resources, Tŷ Elai, Dinas Isaf Industrial Estate, Williamstown,
Tonypany, CF40 1NY.**