INDUCTION CHECKLIST FOR NEW STARTERS

Name: _____

Job title: _____

Start date: _____

Line manager (LM): _____

Clinical Supervisor(CS):_____

Clinical team lead (CTL):_____

Admin Lead (AL):

PRE-EMPLOYMENT

Description / Task	Person Responsible	Notes	Signature	Date
Identify line manager	CTL			
Identify clinical supervisor	CTL			
Inform individual pathway/team about new starter	CTL			
Send date for starter to go to The Green to complete HR requirements	HR	LM to ensure People and Culture have sent a date for starter to go to The Green to complete HR requirements including getting a		
Send welcome email 1-2 weeks prior to the starting date, attaching the welcome pack (induction handbook and things-to-do in the area)	LM			
Network access included access to i-drive (if needed)	AL			
Rio access requested	LM			
nhs.net email account requested (if needed)	LM			
Laptop and work mobile requested	AL	This can only be done when the starter has a nhs.net ELFT account		
Fob request	Reception			
Send welcome email to team in advance (approximately 1 week in advance), informing them of new starters start date	LM			
Identify a buddy	LM			
Populate timetable, including 1:1 meetings with line manager/CTL/operational manager	LM			
HR notified about Line Manager relationship	LM			

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START OF EMPLOYMENT

Description / Task	Person Responsible	Notes	Signature	Date
Introduce new starter in MDT	CTL		Signature	Date
Introduce new starter at department wide meeting	Senior management team			
Offer designated time during first duty service for duty induction	Senior management team			
Use checklist for new starter process	LM			
Send team-wide welcome email	LM			
Offer weekly line management for the first 4 weeks	LM			
Check that new starter has completed all HR checks and has smart card	LM			
Go through Induction handbook Provide ELFT, department and team overview	LM			
Go through induction checklist	LM			
Run through job description (and person specification)	LM			
Signpost to key contact details on I-drive (*Triage folder etc.*)	LM			
Give overview of T&Cs, practices and policies (*annual and sick leave, TOIL*)	LM			
Contact duty senior to arrange duty induction	LM			
Inform new starter about email to team with some additional information and photo	LM			
-Do a "walk around" the office introducing new starter to key people and team -Show desk, workstation, bathroom, water cooler, kitchen, fire escapes	LM			
Discuss training needs	CS			
Discuss professional development	CS			
Send Admin Welcome Pack Explain outcomes process Explain room booking system Supply Fob and Code for the building and rooms	Admin			

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Description / Task	Person Responsible	Notes	Signature	Date
identify issues that haven't been addressed	LM			
Provide and ask for regular feedback on the induction process	LM			
Discuss how new starter is adjusting to role and if either party has any concerns	LM			
Arrange visit to off-site localities relevant to new starter e.g. local A/E or hospital, social care or local authority hubs	LM			

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