

## First day Induction of new member of staff

Name of Supervisor carrying out induction: Helen Lamb

Name of new employee: Sherralee Doherty

Date: 10 April 24

### **Documents for new staff for information -**

Who's Who ✓

Inform them the location in Intrastats of the Company Personnel Manual ✓

### **Documents new staff are required to fill in and return -**

Health Questionnaire ✓

Details of where to pay wages etc. ✓

### **Documents required to sign on first day -**

Contact of employment ✓

Ask them if there anything further we should be aware of? ✓ NO ISSUES.

### **Proof of identity and eligibility to work ✓**

Tick that you have seen a valid Passport / Birth Certificate / Adoption Certificate / Naturalisation Certificate. Together with proof of UK National Insurance Number (National Insurance Number to be filled in on details of where to pay wages etc.)

### **Areas to be show / talked about -**

Company Pension – Nest

Walk round both buildings and introduce to staff where possible ✓

Fire doors / Exits ✓

Fire extinguishers ✓

First aid boxes ✓

First aider – name and position ✓

Fire escape routes ✓

Lockers and Shelf in Kitchen ✓

Show round kitchen ✓

Bins and recycling

Clocking in

### **Health and Safety general – for both in the office and remote working**

Clear areas and desks.

Chair ✓

Desk

Foot rest

Wrist rests

## First day Induction of new member of staff

Monitor height

Check working area is suitable and no extra equipment is needed.

If there is a requirement for remote working, discuss and ensure the correct equipment is available.

Tell them what to do in the case of a Fire or emergency.

Tell them about the importance of ISO and the quality policy. Make sure they understand the significance of the ISO standards and where to find the relevant information eg. VOPs, procedures etc.

GDPR discuss basics and make sure aware of data security.

Tell them a review will be carried out and in one/three Month but let them know they can and should ask question if they need any help or are having any problems.

### Any Reasonable Duties

During your employment, you may be asked to perform tasks and duties that, while reasonable, may fall outside your primary job description. These tasks will be within the scope of your capabilities and in line with our company's needs. We aim to ensure a flexible and adaptive work environment, and your cooperation in handling various responsibilities will be greatly appreciated.

## First day Induction of new member of staff

### Outline of a job induction checklist

A checklist should ensure that both the new employee and their line manager know what has or has not been covered at any given time.

They both need a copy which should be kept up to date, so they can follow what is happening. It can also act as a reminder of anything that needs particular attention.

While a checklist is helpful, it should not turn the induction into a tick-box exercise. It should be the responsibility of both management and the new starter to ensure all items are properly covered.

Create a forward Issue(s) to cover future reviews in the tick list.

The signed document need to be save into the staff admin files page and given to the HR manager to add to the staff secure file.

<b>Name of employee:</b> Sherralee Doherty		<b>Job title:</b> office Admin	
<b>Start date:</b> 10 <sup>th</sup> April 24		<b>Date induction completed:</b> (with signature of new starter) <del>Sherralee</del> 8.5.2024	
<b>First day</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
Welcomed by	HL	10/4/24	Did 5 hours in office + walk round.
Show new employee where they will be working	HL	10/4/24	✓
Discuss remote working where applicable	HL	10/4/24	✓
Introduce them to their line manager, colleagues and senior managers	HL	10/4/24	✓
Show new employee rest of organisation including facilities	HL	10/4/24	✓
Deal with any key matters such as their P45, National Insurance number and evidence of legally allowed to work in UK, this can be a passport or other proof.	HL	10/4/24	✓

## First day Induction of new member of staff

<p>Show new employee the fire exits, extinguishers, Manual call point and assembly point.</p> <p>Outline health &amp; safety</p>	HL	10/4/24	✓
<b>Introduction to the company</b>			
Who's who, how it works and what it produces	HL	10/4/24	✓
Brief history	HL	10/4/24	✓
<b>New employee's job</b>			
Explain it fully, how it fits in the organisation and work practices	HL	10/4/24	✓
Outline expected performance and how it will be assessed	HL	10/4/24	✓
Discuss Training	HL	10/4/24	✓
Intrastats and accessing training documentation	ML	10/4/24	✓
<b>New employee's terms and conditions of employment</b>			
Show location in Intrastats document index, run through required reading	HL ML	10/4/24 ongoing	✓ ✓
Review contract of employment - This includes details of any probationary	HL	10/4/24	✓

## First day Induction of new member of staff

period, Periods of notice, and hours, breaks, holidays pay	HL	10/4/24	✓
Let them know when they will get paid	HL	10/4/24	✓
Pension information - Auto enrolment	HL	10/4/24	✓
<p>Explain that the organisation's important rules on:</p> <ul style="list-style-type: none"> <li>• job performance</li> <li>• discipline</li> <li>• absence, including because of illness and sick pay</li> <li>• complaints against staff, such as bullying and harassment</li> <li>• Maternity/paternity/parental leave/shared parental provisions</li> <li>• Details such as dress code, parking, smoking and the canteen</li> </ul> <p>can all be found in the document index and will be part of the required reading</p>	SD/HL	8/5/24	✓
Other important rules such as use of the company internet, email and phones	HL	8/5/24	✓
<p>Complete documentation on new employee's appointment for their personal file to be kept securely</p> <p>Bank info form and health form. Let them know that we take GDPR very</p>	HL	8/5/24	✓

## First day Induction of new member of staff

<p>seriously and information is only used when needed. Health form is for if there is an emergency in the office/warehouse and would be given to emergency healthcare professionals. Banking info is the setting up payroll and bank transfers.</p>	<p>HL cont.</p>	<p>8/5/24 ✓</p>	
<p><b>Health &amp; safety</b></p> <p>Detailed training on health &amp; safety in the organisation</p> <p>Will be on the required reading.</p>	<p>HL</p>	<p>8/5/24 ✓</p>	
<p><b>Ask the new staff member to sign this form after the above has been completed.</b></p>			
<b>First month</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<p>The organisation's commitment to being an equal opportunities employer</p>	<p>HL</p>	<p>8/5/24 ✓</p>	
<p>Towards the end of four weeks, an informal meeting with the line manager to assess how the new starter is adjusting to their role, and whether they have any particular coaching or training needs, or other concerns</p>	<p>HL/ SD</p>	<p>8/5/24 ✓</p>	
<b>At three months</b>	<b>Carried out</b>	<b>Date</b>	<b>Notes</b>

## First day Induction of new member of staff

	<b>by</b>		
<p>Review with the line manager how the new starter is settling in and performing</p> <p>This is also an opportunity to pinpoint any development needs, set timescales for achieving them and adjust work targets if required</p>			

<b>At six months</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<p>If the new employee is on probation, then it's decision time - will they stay or go?</p> <p>If they're staying, it's time for the line manager to look to the next six months, any new work objectives, and any experience, coaching or training needs</p>			
<b>At 12 months</b>	<b>Carried out by</b>	<b>Date</b>	<b>Notes</b>
<p>Ask the employee for feedback on their induction - what worked well? What could be improved?</p>			