



NEW START INDUCTION CHECKLIST – ALL SERVICES					
Employee Name:		Location:			
Start/Induction Date:		Induction Undertaken by:			
1. Prior to Start Date					
Network/LAN & Team Mailbox A access via the <u>IT Service Portal</u>		uthorised Signatory to request			
Access to Relevant IT systems a		Refer to 9. IT/ Council Equipment List on p.3/4			
Arrange Etarmis Access (inc. Fle					
Request Door entry fob (if app.)					
Check added to relevant team/or					
Arrange ID Badge Date and com - Chief Executive's Office - Education & Families: - Enterprise & Communit - Health & Social Care:					
Arrange DSE Assessment Date					

2. <u>Welcome and Introductions</u>	
Welcome to Service and shown to work area / team	
Introductions to relevant staff, i.e. colleagues, Management Team etc.	
Link with nominated buddy for daily support. Buddy's Name:	
Issue <u>'Welcome Email</u> ' to new employee & arrange follow up meeting to discuss the content	

3. Office Arrangements	
Tour of immediate office including: • Toilets • Break Areas (inc. Break Times & Length) • Smoking Areas • Car Parking • Security	
 Team/Office Operational Guidelines including: Building Opening Times Flexi-time arrangements & location of terminals (inc. coreless flexi guidance) Smoking Policy / procedure for breaks Clear desk / Data Protection Filing arrangements Mobile Phone use Document storage on relevant network drive – where to save & what can be found there 	

4. <u>Employee's Role</u>	
Role of Team (including any confidentiality issues)	
Office/Team Structure including reporting lines	
Role and responsibilities of new employee	
Names of key contacts	
Explain email, intranet and internet access, i.e. use and security (if app.)	
mySelf: update/amend information on 'personal' tab (e.g. NOK, emergency contact etc)	
Authorised Signatory (if applicable) – forms to request authorisation are available here	

5. <u>Key Policies & Procedures</u>	
Location of <u>HR Policies & Guidance</u> , which include:	
Discipline / Grievance / Dignity at Work / Employee Code of Conduct Smarter Working	
Special Leave Acceptable use of ICT	
Annual Leave Entitlement / Public Holidays, including leave request / authorisation procedure	
Overtime & Mileage / Expenses claim procedure	

6. <u>Health & Safety</u>	
Fire Evacuation Procedures / Fire Exits / Fire Alarm Testing / Fire Warden's Role / Location of Fire Extinguishers	
Introduce to team Fire Warden. Fire Warden's Name:	
Accident / Incident reporting (CIRIS)	
First Aid arrangements. First Aiders are:	
Health & Safety policy and Health & Safety Induction Checklist	
Local Arrangements including (if app): - Panic Alarms - Signing In/Out Procedure - Key Holder Responsibilities - Security Codes	

7. Learning & Development			
Arrange Relevant IT Training (if app.): < <insert name="">></insert>	Date:		
< <insert name="">></insert>	Date:		
< <insert name="">></insert>	Date:		
Advise Login to Learn courses to be completed			
121 Meetings with supervisor every 4 (NLC7 & above) / 8 weeks			
PRD Conversation Date:			

8. <u>General Information</u>	
Frequency of team meetings	
Photocopying/Printing:	
Internal / External mail Process	
Stationery ordering	
Petty Cash Arrangements (if app.)	
Strathclyde Pension Fund Website: www.spfo.org.uk Tel: 0345 890 8999	
Other local arrangements (insert as appropriate):	

9. IT Systems / Council Equipment List				
IT Account Access Description	Please Select	Date Requested (if app.)	Comments (if app.)	
Shared Drives				
Hidden on GAL				
HSMS				
HSMS (also known as Keyfax)				
Goss (ICM Account)				
Assyst				
APN access for remote working				

Service Business Systems Description	Please Select	Date Requested (if app.)	Comments (if app.)
ACR Cash Receipting			
AIM			
Apollo			
Ash			
Authorised Signatory List			
BACS card/software			
BILD			
Blue Badge Systems			
Business Objects			

Capital Escape		
CIS		
Civica App (also known as flare)		
Civica Benefits		
Cognisoft IO		
Cold Poll Tax		
Comino (W2)		
Confirm		
Connect Contributor		
DRS (also known as Opti Time/XMBrace)		
e-financials		
Figtree		
Figweb		
Home Insurance		
HMRS		
Нуve		
Iris Ticket System		
iTrent		
Job Manager		
Lagan		
Login to Learn		
Mobileiron		
Multiview		
Municipal Bank		
Netcall		
Open Revenues		
Open Vision		
Paye.net		
Pecos – Requisitioner/Authoriser		
Perform NL		
Public Contract Scotland		
Qmatic		
RMS		
Seemis		
SMS		

SWIS		
Talentlink		
Tiger		
Ultra Edit		
Vacancy Management System		
WDMs		

Council Equipment Description	Please Select	Date Requested (if app.)	Comments (if app.)
Mobile Phone / Handheld Device			
Laptop / Tablet			
Secure Dial-in Token (Fob) RSA			
Memory Stick / Mobile Storage Media			
Printer			
Council Credit Card			
Council documentation or software			
Keys			
NLC – Pool Car			
Safe Combination			
Any home working or council equipment not already covered, e.g. Body Camera			

Manager Signature:	Date:	
Employee Signature:	Date:	

The Employee Service Centre, People Helpdesk is your first point of contact for any HR and Payroll enquiries. Call us on 01698 403151 or email us on ESC-HelpdeskTeam@northlan.gov.uk