

Employee Checklist

We aim to make you feel at welcome and help set you up to be successful in your new role and the organisation.

Your line manager will provide you with information, signposting and possibly a link to a buddy, to achieve this.

The following checklist is designed to support your onboarding and induction experience and ensure you have been provided with all of the information you need. It will also help identify any areas that you are still unsure about, which you can then raise with your manager and/or buddy.

Question	Response
Do you know where your workplace car parks are situated (if applicable)?	
Do you know where there is a kitchen available to you?	
Do you know where your workplace fire exits are and your meeting point if you are to evacuate the building?	
Were there any reasonable adjustments identified during your pre-employment with the Council and were they put in place for you?	
Have you been provided with (or access to) all the equipment you require in order to do your job (i.e. laptop, mobile, printer, passwords etc.)	
Were you appointed a Buddy either on your first day or during your first couple of weeks with the Council?	
Were you provided with an induction checklist by your line manager during your first week?	
Have you been provided with an employee ID card and Lanyard?	
Do you know the procedure on how to report absence?	
Do you know where to find a copy of the absence policy?	
Do you know how long your probationary period with the Council is?	
Have you received the date for or attended an induction event?	
Do you know what day of the month your salary is paid?	
Do you know how many days annual leave you are entitled to?	
Do you know the dates your annual leave year runs from and to?	
Are you aware of the flexible working arrangements applicable to your role?	
What benefits are available to you?	
What trade unions work in partnership with the Council?	
Are you aware of the Council's Vision?	
What are the Council's Values?	
Are you aware of the Council's structure? What Directorate do you work in?	
If no to any of the above, do you know where to find the information?	
Have you been provided with your login details for the My Learning (e-learning) core essential modules you need to complete during your induction?	
Have you completed all of the core essential e-Learning modules?	
Has any other training been identified for you as part of the induction process with your line manager? Do you have a Development Plan?	
Are you aware of other training opportunities available to you?	

Question	Response
Are you still meeting up with your line manager on a regular basis? Do you have regular one to ones with your line manager?	
Do you feel you have the right level of support from your team?	
Have you met you the key people relating to your job?	
Do you have the relevant contact numbers you need as part of your role?	