**Pre-Start Induction Checklist**

Use this handy checklist to make sure everything your new employee needs is in place for their first day.

**Employee details**

|  |  |
| --- | --- |
| Employee name |  |
| Job title |  |
| Division/Service |  |
| Work location |  |
| Start date |  |
| Working hours |  |
| Line Manager |  |
| Line Manager contact details |  |
| Employee number |  |
| Post ID |  |
| Falkirk council email address |  |

**Anytime, Anywhere Work Style – choose 1**

Fixed/Office based

Hybrid/Flexible

Frontline

**Appointment type**

External

Internal

Permanent

Temporary

Casual

**Pre-start arrangements**

Complete HR Forms Plus New Appointment (Stage 1 to generate payroll number) – make sure you check whether the new employee has continuous local authority service (a break of not more than one Sunday when moving across local authorities or associated bodies on the [Redundancy Modification Order](The%20Redundancy%20Payments%20(Continuity%20of%20Employment%20in%20Local%20Government,%20etc.)%20(Modification)%20Order%201999))

Organise ID badge by emailing [**access.control@falkirk.gov.uk**](mailto:access.control@falkirk.gov.uk) with the following details:

* Name
* Employee Number
* Location
* Service
* Suitable passport style photograph

**☐** If an access fob is needed – organise as appropriate

**☐** Consider if any authorisations are needed - organise as appropriate

Arrange a car park pass where relevant (requires car registration).

Make sure they have an appropriate workspace at home (if carrying out home working). The government has a useful guide including a home workstation checklist: <https://www.hse.gov.uk/toolbox/workers/home.htm>

**Keep in touch with your new start before their first day**

* Video/phone call to keep in touch between offer and start date
* Meet the team video call/ visit to the building where practical
* Make sure new start has your contact details in case of any questions
* Provide their access information to them such as login for laptop, email address etc

Phone your new start to check in and see if they have any questions before they start and provide any information they need for their first day:

* where to report to
* who to ask for
* what time to arrive
* dress code/uniform

**IT resources/systems access**

Complete New User Request form to set up an e-mail address/shared drive access/software access using the IT Self service portal - https://falkirk-amc.ivanticloud.com/

Order/reassign laptop/mobile phone/PDA - https://falkirk-amc.ivanticloud.com/

Organise/reassign telephone number - https://falkirk-amc.ivanticloud.com/

Arrange for Acceptable Use Policy to be issued (Inside Falkirk/Policies/ICT Policies)

Arrange a suitable time and location for drop off or collection of IT equipment before/on first day if possible. This could be done in person at a workplace or public location such as a coffee shop. Make sure you pass on IT’s phone number in case of technical issues.

Identify workstation for initial induction (where appropriate)

**Additional resources**

Organise other relevant resources e.g. uniforms, H&S/PPE equipment, equipment identified for reasonable adjustment purposes

**Workplace familiarisation**

New start to carry out DSE Assessment using OLLE course

New start to complete on-line induction via OLLE, dependent on systems access

Book/organise any required training

Arrange schedule of workplace meetings/ shadowing opportunities/ video calls to introduce to colleagues, OLLE courses, video meetings (where relevant, please specify)

Please use the [First Day Induction Checklist](https://www.falkirk.gov.uk/employees/forms/docs/recruitment-selection/Induction%20Checklist%20-%20First%20Day.docx?v=202209051423) to familiarise your new employee with their immediate working environment and the Council as a whole.