

# iTrent – Job Induction Record

Record that new starters have completed their 2-week job induction:

1

The screenshot shows the 'LINKS' section of the iTrent system. It features a horizontal navigation bar with tabs for 'Colleague Information', 'Annual Leave', 'Sickness', and 'Maternity / Paternity / Adoption'. Below this, there are more tabs for 'Non sickness Absence', 'Time and Expenses', 'Performance Management', and 'Leaver'. A grid of buttons is displayed, including 'Personal details', 'Key Dates', 'Address details', 'Contact details', 'Emergency contact details', 'Probationary period details', 'Qualification details', 'Qualifications and Training overview', 'Employment Checks', 'Position Details Admin', 'Add Other Documents', and 'Induction Record'. The 'Induction Record' button is highlighted with a red border.

In 'Colleague information' select 'Induction Record'

2

The screenshot shows the 'UDF Categories (People)' section. It features a list of categories: 'DBS', 'Governor Details', 'Home Office and Identity Evidence', and 'Induction'. The 'Induction' category is highlighted with a red border.

From the lefthand panel select 'Induction'

3

The screenshot shows the 'UDF Details Induction -' form. It features a red header bar with 'UDF Details Induction -' and 'MENU' options. The form contains two fields: 'Induction Name' with a dropdown menu showing 'Job Induction' and 'Date of Completion' with a text input field containing '07/09/2023'. Below the fields are two buttons: 'Save' and 'Delete'.

Select 'Job Induction' from the picklist, select a date and 'Save'