Pre-induction CHECKLIST

Key tasks managers should complete and communications to deliver in preparation for a new employee's start date.

ARRANGE START DATE

- ☐ Ensure you’ve had confirmation from your P&D Assistant that all pre-employment checks are complete before arranging a start date.
- ☐ Call new starter and agree start date. Update your P&D Assistant with date for payroll purposes.

BUILD RELATIONSHIP

- ☐ Provide new starter with all your contact details as soon as possible.
- ☐ Provide an opportunity to answer any questions they may have.
- ☐ If they would like to come meet the team and see their workspace before their start date, arrange a pre-start visit.
- ☐ Agree to keep regular contact by phone or email and arrange a further contact date(s) before their first day.
- ☐ Confirm first day arrival time, meeting point and any other useful information that will help them prepare for their first day.

SET UP WORKSPACE

- ☐ Set up desk space. Contact Estates through Service desk.
- ☐ Request equipment, phone, laptop/computer, Microsoft 365 account etc.
- ☐ Order any required security passes, fobs, printer access.

ESTABLISH TEAM CONNECTIONS

- ☐ Notify team of new starter and start date.
- ☐ Set team expectation for supporting new starter with any questions or guidance during their induction and beyond.
- ☐ Add new starter to team meeting invites and MS Teams groups.
- ☐ Share Outlook calendar access and update your distribution lists.

PLAN INDUCTION

- ☐ Review job induction checklist and personalise to role.
- ☐ Prepare overview of team objectives, role requirements.
- ☐ Arrange tours, introductions and first day/week schedule.

SCHEDULE KEY MEETINGS

- ☐ Schedule initial meetings and induction activities in calendar.
- ☐ Plan regular 1:1 meeting schedule
- ☐ Schedule probation review meetings.