**Employee Model Induction Record**

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| Employee’s Name |  |
| Post Title |  |
| Service |  |
| Service Unit/Workplace |  |
| Start Date |  |

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| **By End of Day 1** | | **Completion Date** |
|  | **Welcome and Introductions** to immediate work colleagues/team (i.e. get personally introduced to new colleagues) |  |
| Received a copy of ‘**Employee Induction Record’** to retain and record as each element of the Induction Programme is completed. |  |
| **Tour of Workplace/Facilities**   * Location of toilets * Kitchen facilities/refreshments * Smoking information * Working patterns, lunch breaks, use of any rotas explained * Introduce to buddy/mentor (if any) * Including tour of building/depot * Explain how to use IT equipment/ phones, (if required), * Employee information sources- how to access intranet |  |
| **Administration/Security**     * Have photograph taken for ID Badge * Received flexi card / fob or key issued *(if applicable)* * Explain how to use flexi system (if applicable) * Received copy of the ‘Flexible Working Hours Scheme’ *(if applicable)* * Received mobile telephone *(if applicable)* |  |
| **General Health & Safety**   * Location of fire exits and evacuation procedures * First Aid facilities |  |
| **Requirements Pool Car Users & Green Travel Strategy**  If required, produce your driving licence and Comprehensive motor insurance Policy and Certificate for manager to verify and copy to personal file (see [Travel & Subsistence Policy](https://intranet.westlothian.gov.uk/article/33242/Travel-and-Subsistence) on Mytoolkit under Policies, Procedures and Guidance).  Please read the [Green Transport Strategy](https://intranet.westlothian.gov.uk/article/73315/Green-Transport) |  |
| **Mandatory E-Learning to be completed by the end of the first day on the** [MyLearning platform](https://mylearning.westlothian.gov.uk/login/index.php):   * + User Security Awareness   + Data Protection   + Records Management |  |
| **By End of Week 1** | | |
|  | **Information Specific to Service Area**   * Introductions to other key staff/customers |  |
| * Outline of individual/team responsibilities |
| * Service Improvement Plan and service structure, key priorities |
| * Arrange attendance at relevant meetings, project groups etc. |
| * Arrange any relevant customer/site visits |
| * Explain how to use the [online room booking system](https://intranet.westlothian.gov.uk/article/72235/Room-and-Pool-Car-Bookings). |
|  | **Mandatory Induction E-Learning to be completed by the end of the first week on the** [MyLearning platform](https://mylearning.westlothian.gov.uk/login/index.php):   * Working for West Lothian Council * Health and Safety * Fire Safety * Customer Service * Equality and Diversity * Public Body Climate Change |  |
|  | **Administration/Security**   * ID card issued |  |
| * Sickness Absence reporting process explained |
| * E-mail and core IT systems explained *(where appropriate)* |
| * Explain how to book annual leave/time off e.g. MYHR |
| * Advised of First Aid procedures |
|  | **Pension Information** received and explained, further information see [www.lpf.org.uk](http://www.lpf.org.uk)) |  |
|  | **Discuss Work plan & ADR Process** |  |
| * Agree an individual Work plan and introduce the council’s appraisal and 1 to1 arrangements. Identify training needs. |
| **By End of Week 2** | | |
| **COUNCIL POLICIES AND PROCEDURES**  It is important that employees understand what is expected of them whilst in the Councils employment. Employees should read and check their understanding of the documents below. These can be provided in other formats if required by contacting HR Services. Links to the relevant documents are provided below.   |  |  | | --- | --- | | **Topic** | **Date completed** | | [Bullying and Harassment](https://intranet.westlothian.gov.uk/article/33212/Bullying-and-Harassment) |  | | [Code of Conduct for Employees](https://intranet.westlothian.gov.uk/article/33213/Code-of-Conduct) |  | | [Disciplinary Code](https://intranet.westlothian.gov.uk/article/33214/Discipline) |  | | [Equality and Diversity](https://intranet.westlothian.gov.uk/article/33215/Equality-and-Diversity-Policies-Procedures-and-Guidance) |  | | [Health and Safety Policy](https://intranet.westlothian.gov.uk/article/72562/WLC-Health-and-Safety-Policy) |  | | [Internet, Email and Social Media Policy](https://intranet.westlothian.gov.uk/article/33223/Internet-Social-Media-and-E-Mail) |  | | [Misuse of Alcohol, Drugs and other Substances](https://intranet.westlothian.gov.uk/article/33240/Alcohol-and-Drug-Misuse) |  | | [Personal Safety at Work Guidance](https://intranet.westlothian.gov.uk/article/72550/Personal-Safety-at-Work-Procedures) |  | | [Smoke Free Policy](https://intranet.westlothian.gov.uk/article/33239/Smoking) |  | | [Supporting Attendance at Work Policy](https://intranet.westlothian.gov.uk/article/33238/Supporting-Attendance-at-Work) |  |   **This record should be kept in an employee’s file in Objective under Training.**  **I confirm that I have read the above documents.**   |  |  | | --- | --- | | **Employee Name:** |  | | **Employee Signature:** |  |      |  |  |  | | --- | --- | --- | | **Manager Name (Printed)** | **Managers Name (Signature)** | **Date** | |  |  |  | | | |
| **Informal Meeting to Review Induction -** Review of first 2 weeks | | |
| **By End of First Month** | | |
| **Mandatory Induction E-Learning to be completed by the end of the first month**:  Please ensure that the employee completes the 2 mandatory modules below on the MyLearning platform:   * Freedom of Information Requests * Prevent – Counter Terrorism   If in a **managerial role** they must complete 4 further mandatory modules   * Supporting Attendance at Work Policy * Mentally Healthy Workplace for Managers * Disciplinary Procedure * Bullying and Harassment | | |
| **By End of 3 Months** | | |
| **Final Induction Review Meeting**  Jointly review Induction Programme in full with Manager and make suggestions for change where appropriate | | |

**Completion of Induction Programme** (sign and date)

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| Employee: | Date: |
| Manager: | Date: |