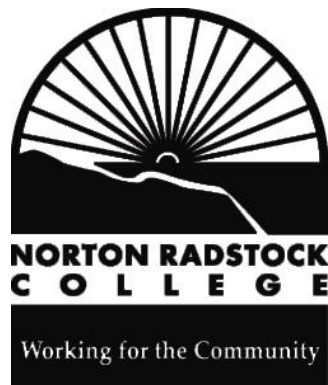


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Staff Induction Checklist

NORTON RADSTOCK COLLEGE

Staff Induction Checklist

Procedure: **For Line Manager to complete with new members of staff**

This Induction book is designed to be a useful and supportive tool for you to complete with your new member of staff. Its purpose is to provide a framework whereby you can ensure your new member of staff receives the necessary information to enable them to make a confident and competent start in their new role.

This book should be completed within the first week of employment and will form part of the employees' permanent record of training and should be used to support and encourage professional development.

This checklist contains the following information:

- Personal Information
- Forms for new member of staff to complete & reviewed together
- Areas that should be covered during the first 3 months of employment i.e. Support / supervision, Health & Safety



INVESTOR IN PEOPLE

PERSONAL INFORMATION

Name	
Main place of work	
Job role	
Start date	
Date this book started	
Line Manager	

Brief summary of any previous experience/professional qualifications

Points to be discussed as a result of the recruitment, selection and appointment process i.e. training needed / required

Sections 1-3, to be completed by the new member of staff and then reviewed with Line Manager

1) Have you been introduced to key people in the College?

Who are they?	Where are they?	When did you meet them?
.....
.....
.....
.....
.....
.....
.....
.....

2) Have you been given clarification of?

Job Description.....	date.....
Aims & Objectives of the team.....	date.....
Expectations required as a new member of staff.....	date.....
Supervision & Support available.....	date.....
Staff Appraisal/review system.....	date.....

3) Geography of the building you work in – Have you been informed where the following facilities are?

Fire assembly point.....	date.....
Health & Safety Office.....	date.....
Cafes.....	date.....
Medical Room.....	date.....
Your work area.....	date.....
Your Line Manager/Head of School office.....	date.....
Personnel / Payroll Offices.....	date.....

Supervision & Support

Staff supervision & support should be used as a regular forum for new team members and their Line Managers to discuss any work related issues and review progress.

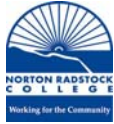
Supervision should be a blend of formal & informal, planned & responsive.

Objectives should be: -

- Ensure that all staff have a clear understanding of how their role and responsibilities lie both as an individual and a team member
- Ensure that the new member of staff has or receives the necessary training to perform well in their new job role
- Reduce any anxiety/stress that a new member of staff feels when joining an existing team
- To continually discuss issues at work, either working practice or conditions
- To encourage and assist them in their professional development by means of the College Staff Development scheme
- To periodically review and appraise new staff

Issues to consider: -

- Frequency - arrangements should be made between you & the new member of staff about how often meetings should take place for formal supervisions
- Recording - All supervision meetings should be recorded and signed by you and the new member of staff (please use the sheet overleaf)
- Next Meeting - arrangements should be made for follow up meetings at the end of each meeting.
- Mentoring - are you able to 'buddy up' the new member of staff with a mentor/coach to help guide them through their new role



Supervision / Observation Record form

Meeting between.....date.....

Agreed Agenda

Agenda Item

Action

Line Manager signature.....date.....

Member of Staff signature.....date.....

Health & Safety at Work

New members of staff must be made aware of their responsibilities, not only for their own H&S at work but for that of their colleagues, students & visitors to the College.

- Have you ensured your new member of staff has familiarised themselves with the policy and practical issues for their area of work?
- Have you ensured your new member of staff knows to report any issues to the H&S officers and where to find them?

An example of some common hazards that may cause a risk to the H&S of staff, students & visitors are: -

- Fire
- Floors e.g. wet, slippery, uneven, damaged or threadbare carpeting
- Trailing cables i.e telephone wires, power cables
- Obstructions in corridors, entrances, exits
- Unguarded Machinery
- Inadequate storage e.g. height level
- Damaged electrical sockets, plugs
- Sharp edges on furniture
- Moving & Handling of equipment
- Mis-use or non use of step ladders
- Inadequate lighting
- Incompetent use of power equipment
- Unauthorised maintenance of electrical or mechanical equipment
- Unhygienic Catering facilities
- Misuse or lack of maintenance to protective clothing & safety equipment
- Inappropriate clothing & footwear

On completion of this booklet, please ensure both you and your new member of staff have signed and dated it and then return it to Personnel

Thank you

Employee signature.....Date.....

Line Manager.....Date.....