

Name of Employee:

Post Title:

Post Number (if applicable):

Start Date:

Department:

Location:

Line Manager:

Probationary Reports Required: Yes/No

If 'yes'

➤ first date of report (after 1 months):

➤ Second date of report (after 3 months):

See Staff Handbook for further information

STAGE ONE (TO BE CARRIED OUT BEFORE NEW EMPLOYEE COMMENCES WORK)	
Essential equipment or clothing	Date
Stationery equipment items, desk, chair, IT	
Note any problems and take action	
Are there any reasonable adjustments for a disability/additional needs	
Diary starting date and time	
Where applicable, notify the following: • Customers • Colleagues	
If appropriate, nominate a "key colleague" – a colleague for regular contact in the first few weeks and brief that person, whose name is.	

SECTION TWO (TO BE COMPLETED ON EMPLOYEE'S FIRST DAY)	
Tour of the premises to include (as appropriate)	Date
Toilets;	

Location of managers/key colleagues;	
Kitchen/rest room facilities;	
Notice boards;	
Location of equipment and stationery;	
First aid box and first aiders;	
Fire alarms, fire equipment, fire exits, assembly points;	
Security of building including security codes, ID cards, keys etc;	
Where to park; How to get a permit!	
Any Hazards that need addressing?	
Any upcoming All Staff Briefings?	
ID Cards <i>Please arrange with Facilities Management – facilitiesmanagement@tendringdc.gov.uk a convenient time to have new employees' photos taken to ensure ID cards are issued.</i>	

Ensure that the employee understands, or is aware of applicable procedures relating to the following:	
Hours of work	
Breaks, e.g. lunch	
Time recording – absence, lateness	
Annual leave/flexi time/lieu time	
Sickness – Certification and notification	
Probationary period (if applicable)	
One to One/Appraisals	
The Council's Policies and Procedures (available on Council's intranet site)	
Use of telephone, including private calls, redirecting calls and message taking	
Collection times for internal and external post.	
Photocopying, operation of equipment, hazards, and private copies	

Handling and signing correspondence	
Filing systems	
Confidentiality of information/files	
Security of personnel	
Security of premises	
Petty cash	
Any other communication systems	
Computer systems – including Council's website/intranet sites	
Introduction to “TED” which is our intranet, used to briefly explain who you are and what you do in your job role for others in the Council to view.	

HEALTH AND SAFETY	
Ensure that the employee understands, or is aware of procedures relating to the following and you complete any relevant forms below:	
Fire Risks and prevention	
☐ Fire Drill/Evacuation Procedure.	
☐ DSE/Risk Assessment/Care Plan.	
☐ Hand arm vibration (HAVS if applicable).	
☐ Accident Prevention.	
☐ Reporting Accidents.	
☐ Procedures in the event of an accident.	
☐ Violence at work.	
☐ Reporting dangerous and threatening incidents.	
☐ Lone working unit required (Please audit through Health & Safety)	
☐ Use of appliances, equipment, regulations, lifting.	
☐ Manual Handling.	
☐ Use of Protective clothing (if applicable).	
☐ Control of Substances Hazardous to Health (COSHH)	

☐ Legionella awareness (if applicable).	
☐ Asbestos awareness (if applicable).	
Ensure that the employee understands, or is aware of procedures relating to the following:	

WHO'S WHO - Ensure that the employee is aware of the following: -	
☐ Corporate Director/Head of Department ☐ Management Team Members ☐ Chairman of the Council ☐ Leader of the Council ☐ Portfolio holder relevant for that Department/Section	

PLEASE SIGN AND RETURN COMPLETED FORM TO:

***PRIVATE AND CONFIDENTIAL
HUMAN RESOURCES.***

Signature of New Officer

Signature of Manager

Dated

IF YOU HAVE ANY QUERIES, PLEASE CONTACT HUMAN RESOURCES ON EXT 6333.