

# My Corporate Induction Checklist

## Welcome to The Royal Borough of Kingston (RBK)

This checklist is a tool for both you and your line manager to use to ensure that you have the information and support that you need to help you settle quickly into your role.

Please complete this form electronically. Just save a copy and share it with your line manager so that you can work together to ensure that you do not miss anything important. Track your progress adding completion dates as you achieve each task.

You will find supporting information on the Onboarding section of the intranet.

Managers with staff who have a disability should consider evacuation arrangements for these colleagues and make sure they have together developed a Personal Emergency Evacuation Plan (PEEP) using the PEEP template. Guidance for colleagues and line managers on completing a Personal Emergency Evacuation Plan can be found [here](#). Any queries, please contact [healthandsafety@kingston.gov.uk](mailto:healthandsafety@kingston.gov.uk)

### What can I expect on my first day?

On your first day, you will be greeted by your manager either virtually or in person. They along with your work Buddy will guide you through the following.

Activity	Completion date
<p><b>Welcome meeting</b> held with your line manager where you will be provided with a personalised copy of your induction schedule. They will discuss with you:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> RBK's aims and objectives</li><li><input type="checkbox"/> Organisation structure</li><li><input type="checkbox"/> Your role and how it fits within the organisation</li><li><input type="checkbox"/> Key projects or tasks that you will be involved in</li><li><input type="checkbox"/> RBK's STAR values and how they are vital in everyone's role</li><li><input type="checkbox"/> Support and networking opportunities including staff support groups</li></ul> <p>You may be asked to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Look at your own directorate's structure and service plan</li><li><input type="checkbox"/> Look at RBK's aims and vision</li></ul>	
<p><b>Introductions</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Meet your Buddy</li><li><input type="checkbox"/> Meet your colleagues</li></ul>	

<b>IT and equipment</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Get your IT equipment set up and ensuring that you have access to all of the systems that you need</li> <li><input type="checkbox"/> Check you've been booked on one of the <a href="#">Weekly Digital training sessions for new starters</a></li> <li><input type="checkbox"/> Set up your signature on your email</li> <li><input type="checkbox"/> Set up your phone (if applicable)</li> </ul>	
<b>Essentials</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <b>mandatory</b> e learning <a href="#">RBK - Data Protection &amp; Cyber 2022 Phishing, Handling Sensitive information, Social Engineering and Password Security</a></li> <li><input type="checkbox"/> Read the <a href="#">Acceptable usage policy (IT)</a></li> <li><input type="checkbox"/> Complete <a href="#">Declaration of Interest Form</a> if necessary</li> <li><input type="checkbox"/> Complete <a href="#">Fire Safety</a> e-learning</li> </ul>	
<b>Practicalities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set up regularly one to one meetings with your manager</li> <li><input type="checkbox"/> Arrange to collect your ID badge</li> <li><input type="checkbox"/> If you are on site, a tour of your immediate working area including toilets, refreshment facilities, and key equipment and resources, and lift codes</li> <li><input type="checkbox"/> How to book annual leave and find HR information on iTrent, RBK's HR systems</li> <li><input type="checkbox"/> Sickness reporting process</li> <li><input type="checkbox"/> If you have a disability, any specific requirements (reasonable adjustments) that you may need in your role.</li> </ul>	

## Your next 4 days

Once you have completed the basics on your first day, the focus of your next four days is to get to know the organisation better, complete some further mandatory e-learning, develop your contacts, understand your job better and what will be expected of you, get to grips with systems and processes and identify your development needs.

Your manager will help you to:

Activity	Completion date
<input type="checkbox"/> Understand your <b>probation</b> process. This will include setting review dates for the first, third and fifth month and supervision dates on a monthly basis.	
<input type="checkbox"/> <b>Meet the wider team:</b> Your line manager will provide you with a list of key contacts and support you in arranging introductory meetings. You may need to take responsibility for setting up some of these meetings yourself.	

<input type="checkbox"/> Understand the political aspect of working for a working in a Local Authority	
<input type="checkbox"/> <b>Develop your networks:</b> Take a look at Staff networks-These are on <b>Google +</b> which hosts a variety of communities at RBK that you can join.	
<input type="checkbox"/> Agree your <b>objectives</b> and work areas and plan how you will achieve them.	
<input type="checkbox"/> Identify any development needs and complete your <a href="#">Personal Development Plan</a> .	
<b>Understand working arrangements</b> <input type="checkbox"/> Agile working at Kingston, including specific arrangements eg including staggered hours/ overtime <input type="checkbox"/> Pay and conditions, including pay date	
<b>Look after your health and safety</b> <input type="checkbox"/> Find out about Mental Health Wellbeing Champions. (Your health and safety is important, we will also look at how to manage both your physical and mental wellbeing and connect you with staff support groups) <input type="checkbox"/> Complete your <a href="#">computer workstation assessment</a> (if applicable) <input type="checkbox"/> Identify any requirements you may have around achieving work-life balance <input type="checkbox"/> Review the <a href="#">H&amp;S intranet pages and policy</a> <input type="checkbox"/> Fire evacuation procedure <i>on site</i> . Please note you should have already completed the <a href="#">Fire safety</a> e learning module. Please ensure that you complete this if you are accessing Council building. <input type="checkbox"/> How to access First Aid <i>on site</i> <input type="checkbox"/> Accident reporting processes <input type="checkbox"/> Caution before contact process <i>where applicable</i> <input type="checkbox"/> Hate crime reporting	
<b>Know about Staff Benefits</b> <input type="checkbox"/> the cycle scheme, pool bikes, season ticket loans, etc	
<input type="checkbox"/> <b>Volunteering</b> opportunities	
<b>Building information - where applicable if working on site:</b> <input type="checkbox"/> Building security and out of hours working <input type="checkbox"/> Energy efficiency processes i.e. turning computer monitors on standby at the end of the day or if away from your desk for more than ten minutes; turning off air conditioning when leaving meeting rooms, etc <input type="checkbox"/> Recycling facilities <input type="checkbox"/> Security (personal belongings) <input type="checkbox"/> Working across multiple sites and travelling between sites <input type="checkbox"/> Where applicable parking / travel arrangements	
<b>Emergency Planning</b> <input type="checkbox"/> You will need to read the arrangements we have in place for emergency planning, including roles and responsibilities in the event	

<p>of a major incident. This information can be found when you click on the following link: <a href="#">Emergency Planning Intranet pages</a></p>	
<p><b>IT systems</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to access iTrent and any other systems that you may be required to use eg Business World</li> <li><input type="checkbox"/> The <a href="#">Weekly Digital training sessions for new starters</a> covers things like: <ul style="list-style-type: none"> <li><input type="checkbox"/> How to use IT equipment eg printers and scanners</li> <li><input type="checkbox"/> How to book meeting rooms</li> <li><input type="checkbox"/> Set up your signature on your email</li> <li><input type="checkbox"/> Set up your work phone (if applicable)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the residual mandatory e-learning on <a href="#">My Learning</a>: <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to RBK</li> <li><input type="checkbox"/> Equality and Diversity</li> <li><input type="checkbox"/> Health &amp; Safety;</li> <li><input type="checkbox"/> Armed Forces Covenant</li> </ul> </li> </ul> <p><b>It is important that you complete all of your mandatory training within your probationary period or you may not pass your probation.</b></p>	
<p>If not already covered as part of your first day in post your line manager will raise awareness of key policies and procedures with you that are available on intranet including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Acceptable usage policy (IT)</a></li> <li><input type="checkbox"/> Confidentiality and data protection</li> <li><input type="checkbox"/> Performance management process</li> <li><input type="checkbox"/> Employees guide to health and safety including use of the Corporate Warning System</li> <li><input type="checkbox"/> Flexible working</li> <li><input type="checkbox"/> Grievance</li> <li><input type="checkbox"/> Harassment</li> <li><input type="checkbox"/> Probationary procedure</li> <li><input type="checkbox"/> Sickness and absence</li> <li><input type="checkbox"/> And any other policies that are relevant to your current role</li> </ul>	

## How have your first 5 days been?

Please note any comments you would like to share about your induction period, including what worked well, what could be improved and any suggestions ?

Your name:	Date complete:
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Your line manager's name:	Date complete:
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