GUIDELINES FOR COMPLETING

THE PRE-EMPLOYMENT INDUCTION CHECKLIST

Checklists

1 Pre-Employment Induction
2 Departmental Induction
3 Site Induction
5 Corporate Induction

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Health Service Executive

How Induction Checklists will help

Induction Checklists are designed to give employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction. The checklists can be used to monitor and evaluate the Induction process, and will ensure that employees have received all the relevant information.

Pre-Employment Induction

The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of employees, and to help them settle in as quickly as possible.

Pre-employment Induction Checklists must be completed for all new, promoted, transferred and seconded employees.

Line Management responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Pre-employment Induction Checklist. These actions should be completed by the Line Manager before a new employee starts. On completion of the checklist, a copy is placed in the employee's file, and the employee is given a copy of the completed checklist. A date is agreed for the completion of the next stage of Induction.

Pre-employment Induction Checklist Timeframe

The Pre-employment Induction Checklist is to be completed before the new employee's start date.

THE PRE-EMPLOYMENT INDUCTION CHECKLIST

NAME:

LOCATION:

GRADE:

START OF EMPLOyMENT DATE:

PERSONNEL NUMBER: | | | | | | | | | |

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The purpose of the Pre-employment Induction Checklist is to assist the Line Manager to prepare for the arrival of new employees, and to help them to settle in as quickly as possible.

	Date Completed	Comments
○ Line Manager to contact new employee before start date		
○ Name of Buddy/Work Colleague assigned:		
○ Manager/Supervisor with the responsibility to meet and welcome the new employee on Day One designated:		
○ Appropriate physical environment for “meet and greet” discussion made available		
○ Accommodation/workspace provided for the new employee if appropriate		
○ Other relevant people notified (IT network support etc)		
○ Check to ensure that the new employee is set up for Payroll		
○ Reception, security staff and employees in other relevant Departments informed of employee’s arrival		
○ Identification Card/Security Pass to be issued (where appropriate)		
○ Disability requirements (if relevant)		
○ Diversity requirements (if relevant)		
○ Employee file prepared (this should be retained locally for each individual staff member)		
○ Site Induction Training booked within four months		

Completed by:

Line Manager: Date:

PRINT NAME SIGNATURE

01

GUIDELINES FOR COMPLETING

THE DEPARTMENTAL INDUCTION CHECKLIST

Checklists

1 Pre-Employment Induction
2 Departmental Induction
3 Site Induction
5 Corporate Induction

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

How Induction Checklists will help

Induction Checklists are designed to give new employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction. The checklists can be used to monitor and evaluate the Induction process, and will ensure that new employees have received all the relevant information.

Departmental Induction

The Departmental Induction provides appropriate information to new employees relevant to their own role and Department, working arrangements, Departmental Health and Safety arrangements, Security etc.

The Departmental Induction Checklist must be completed for all new, promoted, transferred and seconded employees.

Line Management responsibility

The Line Manager is responsible for the completion of the specified actions as outlined in the Departmental Induction checklist. These actions should commence on the day a new employee starts. The Line Manager introduces the new employee to colleagues and other key staff in the organisation. On completion, a copy of the checklist is placed in the employee's file, and the employee is given another copy. A date for the completion of the next stage is agreed.

Further responsibilities of the Line Manager are:

- To demonstrate commitment to the Induction process
- To tailor the Departmental Induction Checklist to meet local needs. This might be achieved with other Line Managers in a natural community, eg: Directors of Nursing in a particular service area, Public Health Nurses etc
- To progress through the Departmental Induction Checklist with the new employee
- To ensure that all employees receive the necessary information in a manner relevant to their needs, and to enable them to contribute to the work unit as soon as possible
- To ensure that work unit Induction material is maintained and kept up to date
- To release all employees for and ensure that they attend Site Induction Training

Employee responsibility

- To participate fully in the Induction process
- To seek additional clarification if necessary on any aspects of the documentation provided – eg: Health & Safety Policy – before signing off on the checklist
- To attend scheduled training – eg: manual handling training – where appropriate
- To attend Site Induction Training as scheduled

Departmental Induction Checklist Timeframe

The Departmental Induction Checklist is to be completed within two months of start of employment.

THE DEPARTMENTAL INDUCTION CHECKLIST

02

NAME:	
LOCATION:	
GRADE:	
START OF EMPLOYMENT DATE:	
PERSONNEL NUMBER:	

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The purpose of the Departmental Induction Checklist is to provide information to new employees, and to help them to settle in as quickly as possible.

- *Tick each box when the action has been thoroughly explained and understood*

Welcome and introduction

Provide new employee with:	Date Completed	Comments
Welcome to organisation		
Information on Confidentiality and Professionalism		
Information on how Induction and Probation work		
Details of employment contract to include Probation and Payroll		
Introduction to Buddy/Work Colleague assigned *Name of Buddy/Work Colleague assigned:*		

Role Clarity and Performance Planning

Provide new employee with:		
Information on assignment of work duties		
Introduction to other members of the Department/Division, briefly explaining responsibilities and utilising organisation charts		

Teamwork

Provide new employee with:		
Introduction to Performance Management and effective team working		
Details of frequency of team meetings		
Introduction to multi-disciplinary working		

Information about the Department/Division

Provide new employee with:	Date Completed	Comments
List of staff in the Department, their roles, their telephone/bleep extensions and e-mail addresses		
Outline of business plan for Department		
Details of how information is communicated through the Department, ie: by e-mail, written memorandum etc.		
Diagram of the Department/Division structure, and clarification on where the new employee fits in		

Work hours and entitlements

Provide new employee with:		
Details of hours of work, start, breaks, finish etc		
Details of all leave entitlements and procedure for applying (eg: annual, flexi, training, special, other)		
Details on how to report absences/late arrivals, including who and when to notify		
Details on where the employee might be required to travel, and how to claim travel expenses		

Familiarise with environment

Make new employee familiar with:		
Entrances/exits and clock-in facilities to building		
Car parking facilities, information on bus/train services, local map if available		
Disabled access		
Workstation/work location		
Phone/bleep directories and contact lists		
Post/phone/bleep/e-mail/internet/intranet procedures		
Tea and coffee-making and canteen facilities		
Toilets		
Staff room (if any) and staff notice-board		
Staff changing facilities (where appropriate)		

Security

Provide new employee with:		
Keys, security number for door(s), swipe-card and clock-in facilities (where appropriate)		
Identification card (where necessary)		
Passwords for computer, e-mail etc		
Information on after-hours procedures, eg: exits available and times of locking		

Health and Safety

Provide new employee with:

- Name of Health and Safety Contact/Representative:
- Contact details for Occupational Health Department:
- Contact details for Employee Assistance Service:

	Date Completed	Comments
A copy of the up to the date Service and/or Site Specific Safety Statement & Risk Assessments		
Advise on location of Major Emergency Disaster Plan		
Information regarding fire exits, eg: location of fire equipment, map of fire assembly points, and details of evacuation procedure		
Information about who is in charge of first aid and safety (either in or outside the Department), where to find the nearest first-aid box, and what to do if an accident or emergency occurs		
Details of Incident/Near-miss reporting procedure		
The Line Manager will arrange Health and Safety Training, eg: manual handling training. (where applicable). List specific training: Date: Date: Date:		

Policies and Procedures

The employee has been made aware of, introduced to, and given appropriate documentation on the following IF APPLICABLE:

	Date Completed	Comments
Employee Handbook Codes of Conduct Policy Grievance and Disciplinary Policies Sick Leave Policy Dignity at Work Policy Children First Policy Disability Policy Electronic Communications Policy Anti-Racist Code of Practice Equality Policy Freedom of Information Policy Trust in Care Policy Anger Management Policy Manual Handling Policy No Smoking Policy Risk Management Policy Corporate Safety Policy List other relevant policies and procedures		
I.T. Acceptable Use Policy. Electonic Communications Policy. Password Standards Policy Encryption Policy Access Control Policy Mobile Phone Device Policy Internet Content Filter Standard IT Security Policies Frequently Asked Questions		

The appropriate policy documents can be obtained through:

Department:

Contact details

- Details of Departmental policies (where appropriate) regarding safe work practices including skincare, handwashing, infection control, VDUs, provision of protective clothing, waste-management etc.

In relation to the above, it is the responsibility of the Line Manager to identify the necessary Departmental policies.

List Departmental policies	Date Completed	Comments
List further training needs identified in respect of any of the above policies and procedures if required		

Customer service

Advise new employee on Customer Service Policy and Complaints Procedure		

Other Learning and Development requirements

Other Training (list) Date:		
Date:		
Date:		
Date:		

Review dates scheduled in diary:

Week 1	Date:	Month 1	Date:	Month 3	Date:

Site Induction Training

Site Induction Training Date scheduled: This training should be provided to all new employees within four months, and scheduled by the Line Manager through the Area Induction Co-ordinator	

STATEMENT THAT THE DEPARTMENTAL INDUCTION PROCESS HAS BEEN COMPLETED

I wish to confirm that I have received an Induction to the Department as set out above.

Signed by:

Line Manager: | | Date:

PRINT NAME | SIGNATURE

Employee: | | Date:

PRINT NAME | SIGNATURE

SITE INDUCTION Training BOOKING FORM

Please note Pre-employment and Departmental Induction should be completed prior to submitting booking form for Site Induction Training. Please tick boxes below to confirm completion:

Pre-employment Checklist completed **Departmental Checklist completed**

NAME of nominated Employee:	
LOCATION:	
START OF EMPLOYMENT DATE:	
GRADE:	
WORK ADDRESS	
Telephone	
Email	
PERSONNEL NUMBER:	

To: Area Induction Co-ordinator Performance and Development Unit	Subject: Site Induction Training
From: LINE MANAGER	Address:
Telephone:	
Email:	

I would be grateful if you would reserve a place for this employee on the Site Induction Training.

Signed by:

Line Manager:		Date:
PRINT NAME	SIGNATURE	

The Line Manager and the Employee will be advised of the venue, date and times of the Site Induction Training on which a place has been reserved for the employee. A minimum of five working days notice must be given to the Area Induction Co-ordinator if this place will not be availed of so that an offer may be extended to someone else.

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Health Service Executive

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GUIDELINES FOR COMPLETING

THE SITE INDUCTION CHECKLIST

Checklists

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Health Service Executive

How Induction Checklists will help

Induction Checklists are designed to give new employees and their Line Managers a guide to a logical and comprehensive procedure. They also provide the employer with a record of the employee's Induction. The checklists can be used to monitor and evaluate the Induction process, and will ensure that new employees have received all the relevant information.

Site Induction

Site Induction will form part of the Site Induction Training. In a hospital environment, the employee will receive a presentation by an appropriate person on a relevant subject matter, eg: catering, pharmacy, nursing etc. In an Integrated Service Area Office environment, the employee will receive a presentation on Public Health Nursing, Environmental Health Services, Mental Health Services etc. The Site Induction Training is organised through
and delivered by the Area Induction Co-ordinator.

The Site Induction Checklist is to be completed for all new, promoted, transferred and seconded employees.

Line Management responsibility

The Line Manager is responsible for scheduling and releasing staff to attend the Site Induction Training. The checklist is completed by the Area Induction Co-ordinator, signed by the Line Manager, a copy is placed on the employee's file and the employee is given a copy. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process and to ensure the employee attends the Site Induction Training

Employee responsibility

- To participate fully in the Induction process
- To seek additional clarification if necessary on any aspects of the documentation provided, eg: Health and Safety Policy, before signing off on the checklist
- To attend Site Induction Training as scheduled

Site Induction Checklist Timeframe

The Site Induction Checklist must be completed within four months of start of employment.

THE SITE INDUCTION CHECKLIST

NAME:	
LOCATION:	
GRADE:	
START OF EMPLOYMENT DATE:	
PERSONNEL NUMBER:	

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The purpose of the Site Induction Checklist is to provide employees with an overview of the various services provided at site level.

- *Tick each box when the action has been thoroughly explained and understood*

	Date Completed	Comments
The employee has received a presentation by an appropriate person(s) who has expertise on the following topics at the Site Induction Training:		
Recruitment Process		
Employment Policies		
Health and Safety Policies, (Safety Statement & risk assessments)		
Occupational Health		
Customer Services, Freedom of Information Policy and Data Protection Policy.		
Payroll and Superannuation Process		
Communications Process		
Partnership		
Trade Union membership		
Risk Management		
Security		
Performance and Development		

	Date Completed	Comments
○ Departmental overview (eg: in a Hospital environment – catering, pharmacy etc. In a Primary Care environment, Public Health Nursing, Mental Health Services, etc.)		
List relevant Departments		

Signed by:

Employee:		Date:
PRINT NAME	SIGNATURE	
Area Induction Co-ordinator:		Date:
PRINT NAME	SIGNATURE	
Line Manager:		Date:
PRINT NAME	SIGNATURE	

GUIDELINES FOR COMPLETING

THE CORPORATE INDUCTION CHECKLIST

Checklists

1 Pre-Employment Induction
2 Departmental Induction
3 Site Induction
5 Corporate Induction

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

How Induction Checklists will help

Induction Checklists are designed to give new employees and their Line Managers a guide to a logical and comprehensive Induction procedure. They also provide the employer with a record of the employee's Induction. The checklists can be used to monitor and evaluate the Induction process, and will ensure that new employees have received all the relevant information.

Corporate Induction

Corporate Induction constitutes an introduction to the wider organisation. It sends a consistent message about the values, structures and services of the organisation, in addition to placing people's work in the wider context of the HSE. Corporate Induction will be delivered through e-learning as the employee takes up their new position and also as part of Site Induction Training organised by the Area Induction Co-ordinator.

The Corporate Induction Checklist must be completed for all new, promoted, transferred and seconded employees.

Line Management responsibility

The Line Manager is responsible for scheduling and releasing staff to attend the Site Induction Training. The checklist is completed by the Area Induction Co-ordinator, signed by the Line Manager, a copy is placed on the employee's file and the employee is given a copy. Further responsibilities of the Line Manager are as follows:

- To demonstrate commitment to the Induction process
- To release the employee for the Site Induction Training, and ensure that the employee attends

Employee responsibility

- To participate fully in the Induction process
- To seek additional clarification if necessary on any aspects of the presentation before signing off on the checklist
- To attend the Site Induction Training as scheduled
- To complete the on-line Corporate Induction Training

Corporate Induction Checklist Timeframe

The Corporate Induction Checklist must be completed within four months of start of employment.

THE CORPORATE INDUCTION CHECKLIST

NAME:	
LOCATION:	
GRADE:	
START OF EMPLOYMENT DATE:	
PERSONNEL NUMBER:	

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

The purpose of the Corporate Induction Checklist is to provide information to new employees, and to help them to settle in as quickly as possible.

Tick each box when the action has been thoroughly explained and understood

The Corporate Induction will be delivered through e-learning as the new employee takes up their new position and will also form part of the Site Induction Training and will involve a presentation by appropriate person(s) who have expertise on the following topics:

	Date Completed	Comments
Overview of HSE Board & Management Team		
Overview of Integrated Services Directorate, National Care Groups etc		
Overview of Clinical Strategy & Programmes		
Overview of Service Specific Directorates, Cancer Control, Children & Families etc		
Overview of Corporate Planning and Control Processes		
Overview of Quality Risk & Clinical Care		
Overview of Commercial & Support Services, ICT, Procurement Estates etc.		
Overview of Finance		
Overview of Internal Audit		
Overview of Human Resources		
Overview of 4 HSE Areas & Regional Directors of Operations / ISA areas		
Overview of Office of the CEO including the following: Board Affairs/CEO/Secretariat Consumer Affairs/advocacy For more information about the HSE's organisational structure visit www.hse.ie Go to "About the HSE" and select "Who's Who".		
Overview of Corporate Safety Statement		

Signed by:

Employee:		Date:
PRINT NAME	SIGNATURE	
Area Induction Co-ordinator:		Date:
PRINT NAME	SIGNATURE	
Line Manager:		Date:
PRINT NAME	SIGNATURE	