

CYFRANOGI · ARWAIN · CEFNOGI  
**EIN POBL**  
**OUR PEOPLE**  
ENGAGE · LEAD · SUPPORT

# EMPLOYEE

## WORKPLACE INDUCTION

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



# Welcome

## Welcome to your new job at Carmarthenshire County Council.

Any employee who starts a new job (full or part-time) will require an induction into their new workplace, whatever their grade or background. Even people who are promoted internally need to be introduced to their new job, however familiar they are with the Council or Department.

As a new employee, you will have already received some information with your offer of employment plus a copy of the Employee Guide.

Please read this information, it contains useful information about your rights and benefits as an employee of the Council



The first few months of a new job can be exciting as well as a little frightening.

This document will give you all the information that you need to be up and running and full of confidence really quickly.

To make this time easier, this Employee workplace induction has been designed to guide you. Your line manager will explain the process and will guide you through this document.

# Employee details

Enter your details below:

Name:

Job title:

Date of commencement:

Department:

Post number (for new employees):

Section/Location

Line Manager



# Induction programme

## How does the induction programme work?

To make things easier, the induction programme is divided into three time periods:

- The first day
- The first week
- Weeks 2-12

If you are employed on a fixed term contract or secondment for less than 24 weeks, your manager will vary the induction programme according to this timescale.

A checklist for each of these time periods is included in this document. They cover core information that you will need. This will be supplemented during the course of your induction programme by more information that is specific to your department and/or your job.



The relevant checklist must be completed during the course of each period to confirm that the information and documents have been explained and understood by you.



**Each completed checklist must be signed by you and your line manager**

# Induction

## First day

### What happens?

When you arrive at your workplace you will be greeted by your Line Manager, who will welcome you to the Council, explain the induction programme and this document.

The programme for your first day is to make sure that you get the information you need immediately, to allow you to feel welcome.

Items included in this period are:

- Work area and local facilities
- Health and safety
- Pay and conditions of employment
- IT and telephone systems
- Other information that is specific to your role



Please ensure the following checklist is completed and signed



# Induction checklist

## First day

### Introductions



Person responsible

Introductions to immediate supervisor and colleagues

Departmental overview

Divisional overview

This week's programme

### Work area and local facilities



Person responsible

Work location

Locker rooms/clothing areas

Recreation facilities (e.g. restrooms)

Refreshment facilities/canteen

Car parking

Continued

# Induction checklist

## First day

### Health and safety



#### Person responsible

Allocation of identification cards

How to keep people informed of your movements

Evacuation procedures and assembly points

Location of fire exits and extinguishers/fire marshals and fire officers

First Aiders and First Aid facilities

Accident book and accident report forms

Immediate workplace hazards

Smoking Policy

Continued

# Induction checklist

## First day

### Conditions of employment (Refer also to Employee Guide)



Person responsible

Working hours/work rota/shift patterns

Flexi-time or other time recording systems

Pay systems

Probationary Policy and Procedure

### Communication



Person responsible

Using the IT systems

Using the telephone system

Call handling guidelines

Welsh language guidelines

Continued



# Induction checklist

First day

## Employee benefits



Person responsible

Pension

Leisure Saver Card Scheme

Child Care vouchers

**Note:** Refer to Intranet for ongoing benefit scheme development

## Supplementary information



(Line Manager to add information specific to department/division/job)

Person responsible

# Sources of information

## First day

### Documents/information and where to find them

#### Key:

Manager **(M)**

Human Resources **(HR)**

Intranet link **(I)**

[Allocation of identification cards \*\*\(M\)\*\*](#)

[Pension \*\*\(HR\)\*\*](#)

[Alcohol Policy \*\*\(I\)\*\*](#)

[Call Handling \*\*\(I\)\*\*](#)

[Employee Guide \*\*\(I\)\*\*](#)

[First Aid Policy \*\*\(I\)\*\*](#)

[Flexi-time Procedure \*\*\(I\)\*\*](#)

[Information Security Policy \*\*\(I\)\*\*](#)

[Internet Usage and  
Monitoring Policy \*\*\(I\)\*\*](#)

[Local Rewards \*\*\(I\)\*\*](#)

[Mental Health in the Workplace  
policy \*\*\(I\)\*\*](#)

[Probationary Policy \*\*\(I\)\*\*](#)

[Smoking Policy \*\*\(I\)\*\*](#)

[Welsh Language - Guidance Suite \*\*\(I\)\*\*](#)

List below any question/key facts that arise as you are working through the first day that might need some further explanation.

I confirm that the above have been explained to me, I have seen (if applicable) and understood the relevant documentation, and know who to ask for further assistance if I need it.

**Employee**

Signed:

**Line Manager**

Signed:

Date:

Date:

# Induction

## First week

### What happens?

Within the first week there are a number of things that you need to know to enable you to become effective in your new job.

During the week you will be made aware of:

- Your role and the working practices and standards you will be expected to follow and achieve
- How your role fits into the divisional and overall departmental structure
- Corporate and local procedures covering absence from work and financial claims
- The procedure for dealing with complaints
- Any learning and development that you will need for the job will be planned

Training on the use of specialised equipment required to do the job will be planned and, where applicable, this will include training in the use of Information Technology.

The location and availability of the National Conditions of Service and key policies and procedures of the authority will be made known to you. Further details of some of these policies will be explained at a later stage of the induction programme.



Please ensure the following checklist is completed and signed



# Induction checklist

## First week

### Departmental/divisional responsibilities



Person responsible

Date

Roles and responsibilities of the department/division

How your role fits in

### Job



Person responsible

Date

Explanation of accountabilities and performance expected

Learning and development identified and planned

Supervisor's expectations

Details of contacts outside immediate work group

Purpose and use of any special equipment required to do job in first 12 weeks and training arranged

Obtaining equipment or stationery

Continued

# Induction checklist

## First week

### Procedures (Refer also to Employee Guide)



Person responsible

Date

Leave arrangements (including special leave)

Sickness absence reporting procedures

Travel arrangements and travel and subsistence allowances

Overtime claims

Petty cash claims

How to book meeting rooms

'Green' working

### Communication



Person responsible

Date

Customer Charter

Welsh Language Scheme

Continued

# Induction checklist

## First week

Complaints, compliments and representations

Communication with Councillors

Use of corporate logos

Freedom of information

Data protection

### Health and safety



Person responsible

Date

Corporate Health & Safety Policy overview

Occupational Health and Counselling

Stress

Mobile phones

Continued

# Induction checklist

First week

## Supplementary information



(Line Manager to add information specific to department/division/job)

Person responsible

Date

# Sources of information

First week

## Documents/information and where to find them

### Key:

Manager (M)

Human Resources (HR)

Intranet link (I)

Job Profile (HR)

Booking rooms (M)

Information Governance (I)

Health and Safety Policy (I)

Occupational Health (I)

Occupational Health and Stress

Management Programme (I)

Sickness and Absence Policy (I)

Travel and Substance Policy (I)

List below any question/key facts that arise as you are working through the first week that might need some further explanation.

I confirm that the above have been explained to me, I have seen (if applicable) and understood the relevant documentation, and know who to ask for further assistance if I need it.

**Employee**

Signed:

**Line Manager**

Signed:

Date:

Date:



# Induction

Weeks 2 to 12

## What happens?

By this time you should have been invited to undertake the on-line induction module. If this raises any questions for you, then have a chat with your line manager.

You will also be invited to a Corporate Welcome which will give you the opportunity to hear from the Senior Leaders of the organisation about their vision for the organisation.

By the end of week 12 the initial induction programme should be complete.

You should now be aware of the significant corporate policies and procedures and you should be starting to feel comfortable with how things work in the organisation and your team.



Please ensure the following checklist is completed and signed



# Induction checklist

Weeks 2 to 12

## Departmental/divisional responsibilities



**Person responsible**

**Date**

Description of the function of the department, its structure and functions of each section

A summary of the Divisional/Unit Business Plan and its impact on the job/role

Information on other parts of the Authority, with which the job requires regular contact

## Policies and procedures



**Person responsible**

**Date**

Equalities Framework

Welsh Language

Whistleblowing

Dignity at Work

Grievance

Continued

# Induction checklist

Weeks 2 to 12

Capability

Counselling and Disciplinary

Financial Regulations, including  
Procurement guidelines (if applicable)

Helping People to Perform

Project Management methodology (if  
applicable)

## Communication



**Person responsible**

**Date**

Intranet/Internet

Team meetings

Local departmental news (newsletters,  
notice boards, etc.)

Y Gair

Use of Corporate Branding

Continued

# Induction checklist

Weeks 2 to 12

## Standards



Person responsible

Date

Investors in People

Corporate Health Standard

Departmental standards, e.g. ISO

## Supplementary information



(Line Manager to add information specific to department/division/job)

Person responsible

Date

# Sources of information

Weeks 2 to 12

## Documents/information and where to find them

### Key:

Manager **(M)**

Human Resources **(HR)**

Intranet link **(I)**

Departmental Business Plan **(M)**

Corporate Health Standard **(HR)**

[Capability Procedure \(I\)](#)

[Behavioural Standards \(I\)](#)

[Disciplinary Procedure \(I\)](#)

[Equality and Diversity Policy \(I\)](#)

[Financial Procedure Rules \(I\)](#)

[Grievance Procedure \(I\)](#)

[Helping people to perform \(I\)](#)

[IT Regulations \(I\)](#)

[Sickness Absence Management Policy \(I\)](#)

[Welsh Language Strategy \(I\)](#)

[Whistleblowing Policy \(I\)](#)

[Newsletters \(I\)](#)

List below any question/key facts that arise as you are working through weeks 2 to 12 that might need some further explanation.

# Sources of information

Weeks 2 to 12

I confirm that the above have been explained to me, I have seen (if applicable) and understood the relevant documentation, and know who to ask for further assistance if I need it.

**Employee**

Signed:

**Line Manager**

Signed:

Date:

Date:

I also confirm that I have attended Corporate Welcome.

**Employee**

Signed:

Date:

# Probationary period

## For new employees only

Most new employees joining the Council are required to serve a probationary period. This is usually a time of 6 months, but the period may vary up to 12 months in certain services due to the nature of the work being carried out. Your line manager will let you know if this is the case in your service.

The probationary period gives both you and the Council the chance to assess whether you are suitable for the requirements of the job.



If this probationary condition of service applies to you, your Line Manager will explain exactly what is expected of you in the probationary period.

In a 6-month probationary period, assessments are made after 1 month, 3 months and 5 months.



At the end of the probationary period, subject to a satisfactory report by your Line Manager, you will receive a letter from the Human Resources division confirming your full appointment.