## WITHIN TWO WEEKS CHECK LIST - Your first two weeks

Now that you are more familiar with your new role and have met your new colleagues, it is important that you read and familiarise yourself with our corporate policies and procedures. Please use the following checklist at your two week induction meeting with your manager for guidance.

Once you have discussed each part, please choose from the drop-down box at the bottom of each part if this section is complete or partially complete.

Should you not be able to complete all parts within your first two weeks, please agree with your line manager a date by when outstanding actions will be completed and make note of what has been agreed in the 'additional comments' box at the end of the checklist.

Only when all parts are marked as complete and once you have read and familiarised yourself with the policies in part 5, you can jointly sign the checklist and agree the date for your Within-Two-Months Review Meeting.

Once this checklist has been jointly signed, you can mark this section of your corporate induction programme on [Lincs2Learn](http://lincolnshire.learningpool.com/) as complete.

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| **Part 1:**  **PAY, CONDITIONS AND CONTRACT ISSUES** | **Manager Guidance** | |
| Discuss the Employment Manual | Explain the purpose of the Employment manual and where to find it on George. [Refer to Employment Manual](http://www.lincolnshire.gov.uk/professionals/employment-manual) | |
| Discuss future professional supervision/1-1 meetings with line managers and what to expect | Refer to [Appraisal Policy and Procedure](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/employee-appraisal-and-development/appraisal-policy-and-procedure?tab=downloads) and local scheme of appraisal where applicable | |
| Discuss the appraisal process | Refer to [Appraisal Policy and Procedure](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/employee-appraisal-and-development/appraisal-policy-and-procedure?tab=downloads) | |
| Discuss the Core Values and Behaviours Framework and how it relates to the appraisal process | Refer to [Appraisal Policy and Procedure](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/employee-appraisal-and-development/appraisal-policy-and-procedure?tab=downloads) | |
| Discuss the electronic process for travel and subsistence | Refer to [Travel and Subsistence Allowances](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/pay-allowances-and-benefits/travel-and-subsistence-allowances/59066.article) | |
| Discuss the Employee Benefits and what is available for employees | Refer to Employee Benefits on George | |
| Discuss the Local Scheme of Conditions of Service for Local Government Employees | Refer to [Conditions of Service](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/terms-and-conditions/local-scheme-of-conditions-of-service-(contracts-of-employment)/59080.article) | |
| Discuss Audit Lincolnshire including fighting fraud | Refer to Audit Lincolnshire | |
| Discuss financial management responsibility | Refer to finance pages on LCC website | |
| Discuss the Corporate Complaints Process | Refer to Corporate Complaints Policy on George | |
| **All elements of Part 1 have been explained and discussed** | | Choose an item. |

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| **Part 2:**  **MUST DO TRAINING**  **(MANDATORY)** | **Manager Guidance** | |
| Information Assurance e-learning | Refer to Lincs2Learn. Ensure Information Governance e-learning training is completed before access to personal data is given. This is to be followed by an annual refresher and is a mandatory element of each employee's development. Non-compliance could result in disciplinary action being taken | |
| Introduction to safeguarding | Refer to the Safeguarding Website [Enable – Working Together, Learning Together](file:///C:\Users\suzanne.caygill\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\84BE3M8R\safeguardinglincolnshire.vc-enable.co.uk\Login\Login%3fReturnUrl=\) | |
| Confirmation of completion of all 'must do' learning and 'best practice' learning | Ensure that the new employee has confirmed completion all corporate 'must do' and 'best practice' learning as set out in the Corporate Induction Guide | |
| **All elements of Part 2 have been explained and discussed** | | Choose an item. |

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| **Part 3:**  **HEALTH AND SAFETY** | **Manager Guidance** | |
| Explain where to find the checklist and guidance covering health and safety on George | Refer to [Health and Safety Checklist](http://www.lincs.firmstep.com/popup.aspx/RenderForm/?F.Name=BarSqXvMD8u&HideToolbar=1)  Refer to [Terrorist Threats](http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/terrorist-threats/g20-terrorist-threat-procedures/47756.article)  Refer to [Fire](http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/fire/) | |
| Check that employees (who are DSE users) have completed the DSE e-learning training and the DSE assessment for their workstation | Refer to health and safety on [lincs2learn](http://lincolnshire.learningpool.com/)  Refer to [Display Screen Equipment](http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/display-screen-equipment/g13-display-screen-equipment/47687.article?tab=downloads)  DSE Appendix 6 [DSE Employee Guide](http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/hazards/display-screen-equipment/g13-display-screen-equipment/47687.article?tab=downloads) | |
| Highlight procedure for Service Area reporting Health and Safety problems, accidents and violent incidents |  | |
| Check any necessary protective equipment has been issued if applicable | If applicable, this to be issued as soon as employee attends work place | |
| **All elements of Part 3 have been explained and discussed** | | Choose an item. |

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| **Part 4:**  **DIRECTOR AREA AND SERVICE SPECIFIC INFORMATION** | **Manager Guidance**  (Any additional items to be covered – use this section to add any role or departmental related information relevant to the new employee) | |
| Health and Safety specifics for local area e.g. job related risks, mandatory Health and Safety training as relevant | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| **All elements of Part 4 have been explained and discussed** | | Choose an item. |

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| **Part 5:**  **ESSENTIAL MANUALS, POLICIES AND PROCEDURES[[1]](#footnote-1)**  Please confirm that you have read and that you are familiar with: | **Completed**  Yes/No/Partially Completed/Not Applicable |
| [Health and Safety Manual](http://www.lincolnshire.gov.uk/professionals/health-safety-manual) | Choose an item. |
| [Health and Safety Policy](http://www.lincolnshire.gov.uk/professionals/downloads/download/145/health-and-safety-policy?downloadID=145&downloadID=145) | Choose an item. |
| [Absence Management Policy](https://professionals.lincolnshire.gov.uk/directory/1/employment-manual-directory/category/1) | Choose an item. |
| [Probation Policy and Procedure](https://professionals.lincolnshire.gov.uk/directory-record/91/probation-policy-and-procedure) | Choose an item. |
| [Core Values and Behaviours Framework](https://professionals.lincolnshire.gov.uk/directory-record/14/core-values-and-behaviours) | Choose an item. |
| [Code of Conduct](https://professionals.lincolnshire.gov.uk/directory/1/employment-manual-directory/category/9) | Choose an item. |
| [Managing Information](https://professionals.lincolnshire.gov.uk/directory/1/employment-manual-directory/category/8) | Choose an item. |
| [Equality and Inclusion policy](https://professionals.lincolnshire.gov.uk/directory/search?directoryID=1&search=Search&keywords=Equality+&submit=submit) | Choose an item. |
| [Whistleblowing Policy](http://www.lincolnshire.gov.uk/local-democracy/how-the-council-works/key-plans-and-strategies/whistleblowing-policy/111773.article?tab=downloads) | Choose an item. |
| [Information Assurance](https://www.lincolnshire.gov.uk/directory/34/policies-strategies-and-plans/category/24) | Choose an item. |
| [Disciplinary Policy](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/managing-performance-and-conduct/disciplinary-policy-and-procedure/114221.article) | Choose an item. |
| [Grievance and Dignity at Work Policy](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/employee-support/grievance-and-dignity-at-work-policy-and-procedure/114237.article) | Choose an item. |
| [Customer Charter](https://www.lincolnshire.gov.uk/directory-record/61677/customer-service-charter) | Choose an item. |
| [Politically Restricted Posts](https://professionals.lincolnshire.gov.uk/directory-record/101/politically-restricted-posts) | Choose an item. |
| [Homeworking policy and procedure](https://professionals.lincolnshire.gov.uk/directory-record/37/homeworking-policy-and-procedure) | Choose an item. |

**Additional Comments**

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| Click here to enter text. |

Note: The Manager and Employee to sign electronically once all sections are marked as complete.

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| Employee’s Signature:  Click here to enter text.  Date: Click here to enter text. | Manager’s Signature:  Click here to enter text.  Date: Click here to enter text. |
| Date of two month review meeting: Click here to enter text. | |

1. Should hyperlinks to individual policies inactive, please access the Employment Manual on George or follow this link <https://professionals.lincolnshire.gov.uk/directory/1/employment-manual-directory> [↑](#footnote-ref-1)