

How To.... Plan an Induction

First impressions count. As soon as a job offer is made the candidate's journey into the organisation begins. Creating a welcoming experience ensures all employees feel valued right from the start. The aim of the induction process is to provide employees with enough information about the Council, their Service, role and work location so they settle smoothly into their new role.

The Council recognises the importance of a comprehensive induction process as this sets the tone we expect for each employee's experience during their employment journey with Perth & Kinross Council.

Induction is everyone's responsibility and tasks can be shared throughout the team. Prior to start date the elements below commence the induction journey. These can be undertaken by the line manager or a team member.

- ★ Let's keep your new employee engaged from the very start by keeping in regular contact by email or telephone e.g. weekly
- ★ Offer an opportunity to meet the team and to familiarise themselves with their new working environment
- ★ Ensure recruitment have the employee's pre-employment health declaration and/or where appropriate pre-employment health assessment, references and disclosure/PVG
- ★ Arrange [ID card](#), [IT access](#), update Employee Fire Evacuation List and check the new employee is set up on MyView

If you and/or your new employee is hybrid working, consider what arrangements can be put in place to make the experience meaningful e.g. meeting in the office on the first day, scheduling a team meeting in the first week to meet the team. Alternatively, consider virtual introductions to the team and senior managers, virtual tour of office etc.

On Day 1 welcome your new employee and complete the following as detailed in the Digital Induction Guide:

- Tour of the building and introduce fellow colleagues and [senior managers](#)
- Explain team arrangements for lunch, tea/coffee breaks, dress code, Team Time sessions etc
- Advise where to access the [Digital Induction Guide](#)
- Introduce them to their [buddy](#)
- Provide an overview of the Council, [what we do](#), what the team does, the new employee's role and where this fits in.
- Our strategic documents, such as the [Corporate Plan](#), set out the direction and priorities for our organisation and how we will deliver services. The [leadership competencies](#) together with our [values and behaviours framework](#) help to clarify the behaviours, skills and actions members of our teams are expected to demonstrate to achieve these.
- Encourage your new employee to take part in an [Employee Offer Experience Session](#)
- Explain about your Service (Service Plan, organisational charts, *eric* etc)

- Ensure the new employee has access to [MyView](#) and provide an overview of the system including Flexi Time and Annual Leave. Ask new employees to check their bank details are correct on MyView and share [MyView guidance](#)
- Set up MFD and telephone and provide [telephone guidance](#) (if appropriate)
- Give an explanation of communication within the Council including eric and where to find it, and Sharepoint.
- Provide any additional contact information relevant to the role and/or Service

During the following weeks, support your new employee to complete/review the following:

- PKC essential [elearning](#)– DSE, Code of Conduct, Data Protection, Information Security and Fire Safety & Prevention
- [Employment Information](#)
- Arrange a [Performance and Development Discussion](#), making the connection with the leadership competencies and values and behaviours and provide clarity of what's expected from the individual in their role.
- Overview of where to find key information within eric
- Where to find [learning opportunities](#)

Where a new employee does not have regular access to eric, please ensure you put alternative arrangements in place or schedule time for the employee to review and access the resources.