

1 PRIOR TO FIRST DAY LINE MANAGER TO:

- Contact you to introduce themselves and provide information about transport if needed, uniform policy or dress code
- We want you to feel at ease in your new role. Please take the time to discuss with your manager if you need any **reasonable adjustments**
- Invite you to a team meeting or walk around once pre-employment checks are complete.
- Maintain regular contact with you.
- Confirm 1st day arrival details, e.g. time and location.
- Organise a workspace (desk, phone if required).



2 WHAT TO EXPECT ON DAY 1:

- ID badge / IT / any systems / equipment ready to go and Line Manager to ensure you are added to circulation lists for Trust wide and local communications
- Introduce you to your team
- Begin working through your local [induction checklist](#)
- Have an introduction to the [behaviour's framework](#)
- Your Line Manager will explain all about the department and the Trust including the [Trust values and strategy](#), and [staff benefits](#)
- Signpost you to the [Trust Policies & Procedures](#) on the intranet.

2

4 ACTIVITIES ACROSS MONTH 1:

- Participate in all Induction online courses
- Make progress made with Manager Essentials pathway learning if required to complete and you will be a people manager.
- [Click here](#) to access online learning platform login page.

4

3 WEEK 2 ACTIVITIES:

- You will attend induction meetings with additional/other team members
- Your Manager to set regular 1:1's and agree training needs.
- Your Manager may go through Optimize/ESR.
- Your Manager will discuss with you [health and wellbeing](#) support.
- Your Manager will ensure access is provided on where to access Green brain and online learning content.

3

5 10 WEEK PROBATION:

- In line with trust policy complete 1st probationary review meeting. [Probation Policy & Procedure](#).
- Review Map to Management Essential online learning (6 mandatory courses if a 'people manager').
- Review engage with HHFT Big Conversations.

5



6 AROUND 12-15 WEEKS:

Your Line Manager may meet to discuss following and introduce:

- [Freedom to Speak Up Guardians](#)
- Additional [Education and Training Resources](#)
- Introduce [Manager's Bulletin](#) if people manager.
- Introduce [Leadership Circles](#) for people managers.

6

7 20 WEEK REVIEW:

- In line with trust policy complete 2nd probationary review meeting. [Probation Policy & Procedure](#).
- Review Map to Management Essential online learning (6 mandatory courses if people manager).
- Learn more about the [Appraisal process resources](#).

7

8 PROBATION REVIEW MEETING:

- Complete final probationary review Meeting with your Line Manager – Celebrate Successful completion.
- Probation Successful letter to be sent to you.
- Review of previously discussed objectives.

8



“ WE HAVE A CULTURE THAT PLACES **PEOPLE** AT THE HEART OF ALL WE DO, WHERE WE ALL **BELONG**, AND WHERE LEARNING, IMPROVEMENT AND EXCELLENCE **THRIVE**. ”

HHFT
CULTURAL AMBITION
STATEMENT



9

9 YEAR 1:

- Complete 1st Appraisal using the [online form](#) available.
- Review your Career Development Plan if one has been created.



10 ONGOING:

- Communicate openly and proactively with your Line Manager and team to build and maintain a great working relationship. This will help with engagement, motivation and wider team collaboration.

10



Inclusive Compassionate Accountant Respectful Encouraging

FOR NEW EMPLOYEES

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