Checklist for New Trainees

**Have you…**

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| Notified the trainee’s team and any stakeholders of the trainee’s start date? |  |
| Arranged access to all equipment and software for the trainee’s placement e.g. laptop, desk, e-mail, telephone? |  |
| Booked the trainee onto all appropriate internal and/or mandatory training as required by your organisation for the trainee’s role e.g., health and safety, disciplinary and grievance procedures, manual handling etc? |  |
| Arranged an overview of your organisation and other organisations in the ICS in the first week including:   * Organisational structures and charts * Governance * Trust strategies and objectives |  |
| Arranged weekly 1:1 meetings with the trainee to provide support and encourage them to reflect on experiences? |  |
| Asked the trainee to prepare a short bio about themselves and circulated this to departments and organisations prior to orientation activities? |  |
| Helped the trainee prepare for their orientation by developing key questions for those they meet during their orientation? |  |
| Ensured the trainee has their first Probation Review arranged within the first four weeks of the scheme with their Placement Manager? |  |
| Arranged for the trainee to meet or shadow the Chief Executive, Chair and Directors towards the end of orientation (a new trainee is unlikely to make the best of this opportunity earlier in orientation)? |  |
| Discussed and arranged the method the trainee will use to provide feedback on their orientation experience? |  |
| Discussed with the Placement Manager how the trainee will transition from orientation into their first placement role? |  |