

New starter roadmap

A guide for managers on how to engage and motivate staff

1 Following job offer

- Manager to send welcome email and background information including good news stories and highlight the importance of living the Trust values.
- Manager to invite new starter to a team meeting or walk around once pre-employment checks are complete. Manager to maintain regular contact with new staff member.
- Welcome emails to be sent to new starter from [head of service](#) and [service director](#).

2 First day

- Manager to have IT passes and equipment ready to go and ensure new starter is added to circulation lists for Trustwide and local communications.
- Introduce new starter to the team.
- Manager to complete [local induction](#) checklist.
- Manager to explain to new starter all about the department and the Trust including the [Trust values](#), [behaviours charter](#), service objectives, KPIs, team meeting dates, [Trust objectives](#), [staff networks](#), [recognition schemes](#), [benefits](#), [health and wellbeing initiatives](#), [People at Work Service](#), team and individual roles and responsibilities and purpose of all relevant meetings and [NHS Pensions information](#).
- If the new starter is a manager also provide the [manager's handbook](#).

3 First week

Staff member to complete a Covid-19 risk assessment and discuss it with their manager in the first week of employment. Download the [risk assessment form](#) and [managers guide](#).

First two weeks

- New starter to have induction meetings with team members.
- Manager to set objectives with new starter, discuss policies, agree training needs and set regular supervision sessions. Manager to update and send new starter probation plan letter ([Probationary Period Guidance – Appendix B](#)).

4 Month one

- Attend Trust induction. If staff member is unable to attend the [waiver](#) must be completed.
- Complete first appraisal and review meeting including reviewing objectives ([Probationary period guidance – Appendix A](#)).

5 Month two

Complete second probationary review meeting including reviewing progress and objectives.

6 Month three

- Complete third probationary review meeting and celebrate successful probation completion.
- Manager to send [new starter probation completion letter](#) – please add the service director's signature for added recognition.
- Review workload and expectations.
- Head of service to meet new starter during a service visit.

7 Month six

Manager to arrange for new starter to attend a career development session with a member of the senior team in their service.

8 Year one

Manager to continue to provide support, guidance, regular supervision, [appraisals](#) and development.