

MDS Local Induction for New Starters

Name	
Job title	
Start date	
Line Manager	
Location	

The above will be completed by HR

The following are recommended for discussion on day one.

Getting Started	
Activate Church of Scotland email. Details are sent to your line manager via HR. <i>Note that all correspondence will be sent to this address and should be used, even if a local email address is provided.</i>	
Notebook and pen for the new starter	
Office equipment	
Workplace assessment	
Login in to the Church of Scotland ELearning Platform – contact Eleanor Mackenzie emackenzie@churchofscotland.org.uk for more information	
Complete Mandatory Training (e learning platform) within 4 weeks of your start date, or before your in person induction.	
National induction date – Please contact Lynne Hood Ministries Council lhood@churchofscotland.org.uk for details of the next planned induction date	
Introduction to colleagues	
Line manager contact details	
Presbytery contacts (eg youth Development Co-ordinator, Ministries Convenor)	

Office Geography and Routines	
Toilets	
Kitchen / tea and coffee facilities / milk	
Stationery	
Desk (if applicable)	
Fire Exits and Fire Alarm procedure	
First Aid boxes and incident book	
Expenses forms	
Diary / appointments system	
Directory of contact details	
List of key partners / agencies	

Parish Geography	
Key contacts – E.g. Schools, Care Homes, GP, Hospices	
Manse	
Church facilities (eg if hall is located away from church)	
Public Transport	

Kirk Sessions and Members	

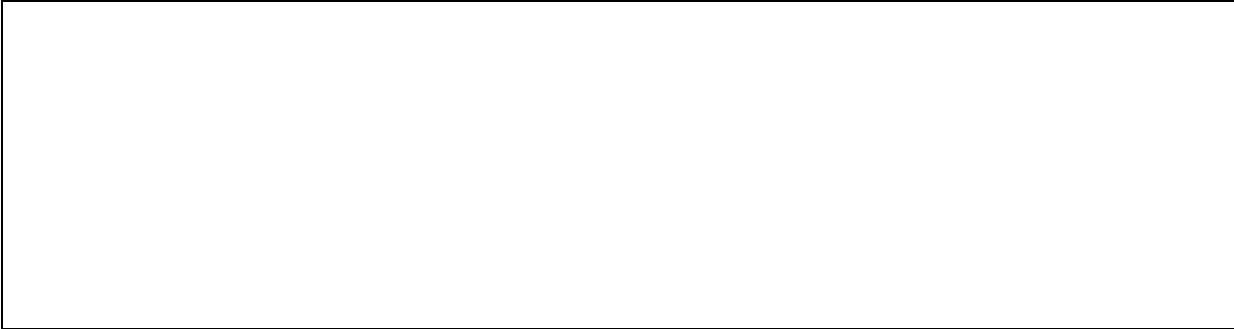
Duties and Responsibilities	
Copy of Job Description – summary of key duties and responsibilities	
Likes and dislikes in relation to Job Description (eg which parts might be enjoyable, which less enjoyable or more difficult)	
How and when to do tasks	
Supervision - when and format	
Appraisals	
How to raise concerns	

Working Hours and Pattern	
Normal working hours and expectations	
TOIL procedure	
Booking annual leave	
Claiming expenses (eg what to be claimed, who to claim from and how often to submit claims)	

Procedures and Policies	
Sickness – how to report sickness absence	
Disciplinary	
Grievance	
Lone working	
Heavy lifting	
All Ministries Council policies on the E-Learning Platform	

Other (suggestions)	
How do you like to receive feedback?	
How do you like to receive praise?	
Discuss working styles of both parties.	

Comments	



Signed to Confirm Completion

New Starter **Date**

Line Manager **Date**