

New starters

Once you have made your appointment following the recruitment process, the following information will help you support your new employee.

Induction

The Recruitment and Advertising Team will have sent a copy of the pre-induction guide ebook to all new employees before their start date. This provides corporate information about the authority.

The online Council induction programme (booked via BMS) is made up of:

- NCC Induction Programme - elearning programme - giving an overview of NCC, its services, how we work and key policies and procedures
- Online Induction Questionnaire Checklist - to record completion of the different induction activities that need to be completed
- FAQs - answers to the common questions new joins ask
- forum - where new staff can ask questions
- resources and useful information
- building guides.

The key difference for managers, is the the Induction checklist questionnaire is now **completed by the new join** as and when they complete the different induction activities and training.

For your reference of what to cover see the [Managers Guide to Induction Checklist \[PDF\]](#).

(Note: you can also print a blank copy of the questionnaire from the Induction course page on Learning Pool - for reference or use by staff without PC.)

For more information see the [Learning and Development induction page](#).

Please note that if the Recruitment and Advertising Team, Business Support Centre (BSC) have not been involved in the recruitment process, managers will signpost the employee to the induction programme and checklist personally.

Probationary Review

New entrants will be subject to a six month probation period.

You should undertake the first formal review at 2 months.

The second formal review should take place no later than 5 months after commencement in the post.

The [probationary review form \[Word\]](#) should be used to record both meetings. Once you've completed it, you should forward it to the HR Pay team, BSC for the employee's personal file.

Employees have a right to appeal against an extension to a probationary period. Guidance on this and probationary reviews generally is available on the Manager's Resource Centre (MRC) under [capability](#).

Increments

Employees with less than 6 months service who are appointed, promoted or regraded between the 1 October and the 31 March will receive their first increment 6 months after their start date in post.

All other appointments, promotions or regraded posts between 1 April and the 30 September will receive an increment on the 1 April the following year.

Increments will be paid at the appropriate time by HR Pay, BSC.

ICT Access

For new starters requiring access to ICT systems and applications, information can be found on the [CAS \(access to ICT systems\) intranet page](#).

For information about the process for requesting a Government Connect secure e-mail account see the [Process for registering a new user of the GCSx system](#).