

Onboarding checklist for new joiners

Welcome to Network Rail. This document is designed to help you settle in to your new team and to quickly become effective in your role.

Day 1 itinerary

The following itinerary is designed to prepare you for your first day. If any of the activities below are not completed on your first day, please follow up with your line manager or buddy.

Activity	
Welcome	<ul style="list-style-type: none"> Meet the team and your buddy Confirm working location: office, desk, equipment, materials, books etc Review itinerary for first day
Where do I work?	<ul style="list-style-type: none"> Attend building induction or schedule attendance on the next date If there isn't a building induction, confirm fire/evacuation procedures and security arrangements Building tour – reception, security, meeting rooms, canteen, tea/coffee/water facilities, first aid, stationery, printers, notice boards, toilets etc Review job specific safety arrangements – personal protective equipment, manual handling, workstation assessment, accident reporting etc
What are my entitlements?	<ul style="list-style-type: none"> Hours of work (contractual, lunch, timekeeping, overtime etc) Pay and benefits Business travel and expenses Sickness, health and leave
What do I need to know?	<ul style="list-style-type: none"> Overview of IT systems, shared drives, folders, printers and IT Helpdesk Desktop/laptop/telephone/blackberry set up Employee Self Service (Oracle)
Lunch	
What does Network Rail do?	<p>Network Rail – helping Britain run better</p> <ul style="list-style-type: none"> Overview of NR: what we do, how we're organised, who our stakeholders are, how we're governed, our promise, principles and values and Q12. <p>Please note: You will receive an invite during your first week to attend Network Rail's Corporate Induction. The day is designed to give you key insights into the rail industry and is a great opportunity to meet other new joiners and our leaders. The day will help you understand your role in 'Helping Britain run better' so attendance at the event is essential.</p>
What does my team do?	<p>How does your team help Britain run better?</p> <ul style="list-style-type: none"> Role in NR. Team structure: organisation charts, who's who, key contacts Team objectives, KPI's, customers, service levels, working practices etc
What is my role?	<p>How do I help Britain run better?</p> <ul style="list-style-type: none"> Role and responsibilities Review and sign job description
Where can I find more information?	<ul style="list-style-type: none"> Introduction to Connect Employee Guide HR Online

First week framework

The following activities should take place during your first week or as soon as possible thereafter. If you require further support or guidance in any of the areas listed below please speak to your line manager or buddy.

Please print and complete this form during your first week.

Activity	Date completed
Day 1 itinerary	
Read and sign off policies and procedures (see page 3)	
Local induction	
<u>Performance management</u> : discuss and agree objectives	
Discuss and agree <u>development and training</u> plan	
Agree and diarise dates (within first 3 months) for: Corporate Induction ¹ Monthly 1:2:1's with your line manager Team meetings Work shadowing colleagues Client meetings Site visits Training	

I confirm the above activities are completed.

Name	<input type="text"/>	Employee number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Employee			
Name	<input type="text"/>	Job title	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
Line manager			

Please scan completed form to Inductions@networkrail.co.uk or fax to 0121 345 4259

¹ You will receive an invite to attend Corporate Induction during your first week. If you don't receive an invitation, please email Inductions@networkrail.co.uk

Policies and procedures

Please find below the policies and procedures you should familiarise yourself with in your first week. If you need further explanation on a particular policy or procedure, please speak to your line manager or buddy.

You should also be aware of a number of other corporate policies, referred to in the “How we behave” section of the [Employee Guide](#).

In addition, your line manager will identify to you policies or procedures that are essential to know and follow in your role.

Please print and complete this form during your first week.

Policies and procedures
Alcohol and drugs
Business conduct
Equal opportunities
Harassment
Personal data protection
Health and safety
Information security

I confirm I have read and understand the policies and procedures listed above.

Name	<input type="text"/>	Employee number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
	Employee		
Name	<input type="text"/>	Job title	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>
	Line manager		

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