



# Itinerary for New Joiners

## Summary

Welcome to ORR. This itinerary will help you understand what will happen when you join ORR and help you settle into your new role.

<b>Our website</b>	<p>You will receive an email with your offer of employment with links to our website, including information about:</p> <ul style="list-style-type: none"><li>■ Our vision and strategy</li><li>■ What we do</li><li>■ The benefits we offer</li><li>■ Key policies that you need to be aware of:<ul style="list-style-type: none"><li>- Conduct policy</li><li>- Discipline policy</li><li>- Computer use policy</li><li>- Private and financial interests in the rail industry policy</li></ul></li></ul>
<b>Complete the necessary administration</b>	<p>There is some information that you need to return to ORR, once you have accepted your new job:</p> <ul style="list-style-type: none"><li>■ Return a signed copy of your schedule of employment</li><li>■ Complete the relevant forms (new starter form, pension questionnaire, disclosure form)</li><li>■ Provide proof of identity</li><li>■ Provide proof of any essential qualifications</li></ul>
<b>Meet your team</b>	<p>We recommend that you arrange a visit to meet your new manager and team before you join</p>

# Your first day

<b>Meet your line manager</b>	<ul style="list-style-type: none"><li>■ You will see your line manager on your first morning to go through your initial induction, covering:<ul style="list-style-type: none"><li>- What your job will involve</li><li>- How your role fits into the team</li><li>- How your role contributes to ORR's business priorities</li><li>- Setting your objectives</li><li>- Setting up your performance agreement and development record</li><li>- Your probationary period</li><li>- Your pay and benefits</li><li>- Meeting key people</li><li>- Booking annual leave</li><li>- What happens if you are sick</li></ul></li></ul>
<b>Introduction to our IS systems</b>	<ul style="list-style-type: none"><li>■ Your IS support will help you to log on to your PC and access all the systems you need</li><li>■ You will also have a session with one of our 'ORRganise' team, who will talk you through our information management system (Box)</li></ul>
<b>Health and safety</b>	<ul style="list-style-type: none"><li>■ You will have a session with our health and safety representative, who will give you a tour of the office, inform you about health and safety in the office and will arrange for you to get your security badge</li></ul>
<b>Human Resources</b>	<ul style="list-style-type: none"><li>■ You will have the opportunity to speak with our human resources officer, who will check we have all your paperwork:<ul style="list-style-type: none"><li>- A signed copy of your schedule of employment</li><li>- The relevant forms (new starter form, pension questionnaire, disclosure form)</li><li>- Proof of identity</li><li>- Proof of any essential qualifications</li></ul></li><li>■ You will also be able to ask any outstanding questions you may have</li></ul>

## Access to on-line information

- You will receive an email with links to some key information, which will include:
  - Our 'joining ORR' intranet pages
  - A guide to Civil Service Learning
  - Information about internal development opportunities
  - On-line tutorials about 'ORRganise' (our information management system)

## Your first two weeks

<b>Meet key people</b>	<ul style="list-style-type: none"> <li>■ You should agree with your line manager who the key people are that you should meet with to help understand your role and how it fits into ORR</li> </ul>
<b>Meet our staff representatives</b>	<ul style="list-style-type: none"> <li>■ You will hear from one of our staff representatives who will be able to tell you more about the support you can access</li> </ul>
<b>How to use our document management system</b>	<ul style="list-style-type: none"> <li>■ You will receive full training on 'ORRganise', our document management system</li> </ul>
<b>Civil Service Learning</b>	<ul style="list-style-type: none"> <li>■ Register with Civil Service Learning and browse the available opportunities</li> <li>■ You must complete these e-learning packages: <ul style="list-style-type: none"> <li>- Diversity and equality</li> <li>- Information security</li> <li>- Health and safety</li> </ul> </li> <li>■ Other key development opportunities: <ul style="list-style-type: none"> <li>- Understanding the Civil Service</li> </ul> </li> </ul>
<b>Agreeing your objectives and planning your development</b>	<ul style="list-style-type: none"> <li>■ You should discuss your work objectives and development needs with your line manager</li> <li>■ You will need to write your performance agreement and development record to capture what you have agreed.</li> </ul>
<b>How is your work station?</b>	<ul style="list-style-type: none"> <li>■ Complete the visual display unit and workstation checklist to work out whether any action needs to be taken to maximise your work station</li> </ul>
<b>Review</b>	<ul style="list-style-type: none"> <li>■ You will receive an email with a link to an on-line survey. This acts as a checklist so we can make sure that everything has been covered as part of your induction so far. This will also be an opportunity for you to provide feedback</li> </ul>