**New Starter Induction Checklist**

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| **Name:** |  | **Manager:** |  |

| **Item** | **Person responsible** | **✓** |
| --- | --- | --- |
| **Before you start** | |  |
| *You should receive and read the following:* | Human Resources |  |
| * Contract |  |
| * Pension information |  |
| * Job description |  |
| * Terms & Conditions of employment |  |
| * College Induction invitation (BAM Alert) |  |
| *You should sign and return any outstanding HR documents:* | You |  |
| * Contract |  |
| * Medical health questionnaire |  |
| * Personal Details form |  |
| * Proof of eligibility to work in the UK |  |
| * P45 from previous employer |  |
| *Your manager will contact you by phone or email, including:* | Line Manager/Supervisor |  |
| * Where to report to and who to ask for on your first day |  |
| * The dress code for your role |  |
| *Your manager will arrange your workspace, including:* | Line Manager to request from relevant people |  |
| * Desk, storage and seating |  |
| * ITS user account and email ………………………………………….. |  |
| * Computer with internet and intranet access |  |
| * Listing on the college directory |  |
| * Telephone and number ……………………………………………….. |  |
| * Any required stationery |  |
| * Any specialist equipment or software required |  |
| * Listing on the departmental website |  |
| * An email to let your colleagues know you are starting |  |
| **On your first day** | |  |
| *Your manager will give you:* | Line Manager and/or  \* H&S departmental contact |  |
| * A campus map |  |
| * Details of emergency procedures (first aid, evacuation) or health and safety checklist \* |  |
| * Information on risk and accident reporting\* |  |
| * Other health and safety information \* |  |
| * A probation buddy to help you settle in to your team |  |
| * An email/phone list for key contacts, e.g. dept/HR/payroll |  |
| * An organisation chart or seating map of the office |  |
| *You will have a tour of key locations:* | Probation Buddy/Line Manager/Team Leader |  |
| * Department, including safety & security features |  |
| * Facilities for making refreshments |  |
| * Toilets (and showers if cycling) |  |
| * Obtain security pass from security office |  |
| * Identify eating places on campus |  |
| * Identify other useful services (library, SCR, shop, bank) |  |
| * Computer with internet and intranet access |  |
| * Meet your department’s HR contact to complete any required documents |  |
| * Listing on the college directory |  |
| *Your manager will confirm:* | Line Manager |  |
| * Working arrangements (breaks, start time etc.) |  |
| * Contact details |  |
| **During your first week** | |  |
| * Your PC & email and phone will be set up | Departmental Administrator |  |
| *You’ll be introduced to departmental procedures:* |  |
| * Administrative support available |  |
| * Printing, faxing and photocopying |  |
| * Obtaining stationery |  |
| * Recycling and waste disposal |  |
| * Post, telephone answering and voicemail |  |
| * Security procedures and office keys |  |
| * Email, calendars, file storage, Wi-Fi, Intranet and Internet use |  |
| * Sharing calendars and mailboxes |  |
| * Guidance on a suitable email signature format |  |
| * Room bookings (departmental and college) |  |
| * Use of website and course booking site |  |
| * Use of flexitime and recording if applicable |  |
| * Travel booking, expenses & petty cash procedures |  |
| * Check if you are trained as a first aider/fire marshal and add you to list if applicable |  |
| * Visitors (reporting, signing in, temp pass & Wi-Fi access) |  |
| *You’ll be introduced to college procedures and services:* | Line Manager |  |
| * Smoking policy |  |
| * Use of Connect, VLE & lecture capture |  |
| * HR policies area, including which are relevant to your role |  |
| * AV bookings, catering, IT helpdesk & printing |  |
| * Expectations of line managers at QMUL and in your department, if you manage other colleagues |  |
| *You’ll find out more about your department:* |  |
| * Introductions to your colleagues and who does what |  |
| * Meet your department’s director (maybe later, as a group) |  |
| * Information on the team structure |  |
| * Departmental strategic aims |  |
| * Communications and meetings (team and department) |  |
| *You’ll get more information on your role:* |  |
| * Main duties and responsibilities |  |
| * Training (inc. mandatory) and development needs for your role and plan to meet them |  |
| * Schedules, timetables and rotas that you will observe |  |
| * Absence reporting |  |
| * Discuss the probation process |  |
| * Set first objectives and review dates, inc. regular one-to-ones |  |
| * Plan for any work shadowing you will do to learn processes and procedures relevant to your role |  |
| * Check you have booked your place on college induction |  |
| *You’ll look at the terms and conditions of your employment:* | Human Resources |  |
| * Salary and pension arrangements |  |
| * Notice requirements |  |
| * Human resource issues (types of leave, grievances) |  |
| * Equality & Diversity Policy |  |
| * Season Ticket Loans and Parking |  |
| * Appraisal Scheme |  |
| * Trade Unions |  |
| * Employee assistance scheme |  |
| *Check your online MyHR account is set up correctly:* |  |
| * Personal details |  |
| * Annual leave allowance added |  |
| * Line manager can access your details |  |
| * Meet with pensions officer | Pensions Officer |  |
| **During your first month** | |  |
| * Familiarise yourself with relevant documentation | You |  |
| * Spend time using college & departmental intranets |  |
| * Complete online Bribery Act training |  |
| * Complete online DSE training (during week 3 or 4) and see H&S Officer with result |  |
| * Complete online Fire Safety training (during week 3 or 4) |  |
| * Complete induction evaluation |  |
| * Complete the Sustainability checklist |  |
| * Book data protection and copyright training if relevant |  |
| * Watch some of the [Principal’s Update films](http://connect.qmul.ac.uk/governance/qmse/films/index.html) on issues affecting QMUL |  |
| More information and useful links are available on the CAPD Online Induction Area  (the Centre Administrator will arrange access during your first week) | | |