**Induction Checklist for Managers of New Colleagues.**

The School of Cancer Sciences recognises the importance of providing an effective and timely induction for all new colleagues to ensure their successful integration into the University, School, the team, and their own role.

The induction process applies to all new colleagues, and to existing colleagues who have been appointed to a new role within the University.

The induction process provides a timely opportunity to:

Welcome new members of staff to the University, School and team in a positive and supportive manner, and to help them to settle into their new work environment;

Ensure that new colleagues understand how their role contributes to achieving the University’s vision as one of the world’s great broad based research intensive Universities, underpinned by carrying out world leading research and providing an intellectually stimulating learning environment.

 Inform new colleagues about the University and School’s structure, policies and practices that are in place at a central and local level.

Clarify the requirements, duties and responsibilities of the role, and ensure that all new colleagues have the knowledge and skills necessary to perform their role effectively.

**Line Managers Responsibility.**

 [General Guidance on Induction for Managers](https://www.gla.ac.uk/myglasgow/pod/new/iamamanagerinductinganewcolleague/inductionguidelines/)

Induction colleague/buddy – It can be extremely beneficial to pair up the new recruit with an existing member of staff from within the team/unit to act as a ‘buddy’ throughout the induction period. Whilst the manager will focus on the more formal aspects of the induction process, the buddy can provide the new member of staff with more informal information and guidance regarding the University and the local team and can help with faster integration.

These items should be arranged and covered prior to the new staff member arriving into the School.

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| **Pre-Arrival** | **Person Responsible***(Line Manager or Named Designee)* | **Completed (date)** |
| Send welcome letter/email which includes confirmation of start date, time and initial point of contact. Local transport and parking arrangements, coffee and lunch facilities on site. | *Line Manager* |  |
| Organise desk and bench space for new staff. |  |  |
| Organise any [IT Equipment](https://www.gla.ac.uk/myglasgow/it/desktops/) and software required for their role. |  |  |
| Arrange for staff member to have access to shared network space and any shared mailboxes or local e-mail lists. |  |  |
| Organise a VOICE TEAMS phone number for new staff member (if appropriate). Advise Admin team of contact number. |  |  |
| Inform scs-admin@glasgow.ac.uk of the date of the new Staff members’ arrival. |  |  |
| Inform appropriate Staff of start date if require door entry to the local building. |  |  |
| Inform Safety Induction co-ordinator of new staff start date and send on information and link to safety Induction to be carried out. |  |  |
| Inform group members of start date of new member of staff | *Line Manager* |  |
| Obtain a volunteer to be a “[buddy](https://www.gla.ac.uk/myglasgow/pod/new/iamamanagerinductinganewcolleague/inductionguidelines/appendix-a/)” for new staff member to offer support for the first 3-6 months. | *Line Manager* |  |
| Inform Reception staff the date when the new staff starts and who to contact when they arrive. |  |  |
| Arrange and assign group members and other support staff for roles on day 1 of new staff Induction. | *Line Manager* |  |
| Plan in meetings with your new Colleague using this [guidance](https://gla.sharepoint.com/sites/Induction-welcome/SitePages/Managers.aspx#meetings-with-your-new-colleague) | *Line Manager* |  |

**First Day of Arrival -** Items should be covered on the 1st day of New staff arrival at the University or when new to the group.

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| **Introduction / General Arrangements (Day 1)** | **Person Responsible***(Line Manager or Named Designee)* | **Completed (Date)** |
| Welcome by Appropriate person |  |  |
| Introduce to colleagues and “buddy” |  |  |
| Ensure New staff knows about local facilities: equipment; coffee and lunch facilities, car parking; bike shelters |  |  |
| Arrange Door Access to building if required |  |  |
| Ensure staff member has [GUID](http://www.gla.ac.uk/services/it/guid/) and e-mail address |  |  |
| Ensure staff member obtains staff card from Tayhouse / library |  |  |
| Ensure staff member is directed to the SCS [Staff Induction](https://www.gla.ac.uk/media/Media_872217_smxx.pdf) checklist and the online [New Staff Induction Portal](https://www.gla.ac.uk/myglasgow/pod/new/) | *Line Manager* |  |

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| **Health and Safety (Day 1)** | **Person Responsible***(Named Designee for building / group)* | **Completed (Date)** |
| Advise of Health and Safety Induction process with the Safety Co-ordinator for the building or send on link if online.  |  |  |
| Inform New staff member of the arranged date and location of the local Health and Safety Induction and person involved. /Sign off required safety forms to be sent back to safety co-ordinator |  |  |
| Ensure New staff knows about the Mandatory Health and Safety and Fire safety e-learning course for new starts and completion required within 3 months. |  |  |
| [Fire alarm, evacuation and emergency procedures](https://www.gla.ac.uk/myglasgow/seps/firesafety/), including location of first aid kit & fire extinguishers |  |  |
| Identify first aider/s ([physical First Aiders](https://www.gla.ac.uk/myglasgow/seps/az/first-aid/), [Mental Health First Aiders](https://www.gla.ac.uk/myglasgow/health/) and [Respect Advisers](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/dignityatwork/ran/)) and how they can be contacted |  |  |
| [Accident/incident reporting procedures](https://www.gla.ac.uk/myglasgow/seps/reportanincident/) |  |  |
| Specialist Health and Safety procedures/training; SEPS courses |  |  |
| Occupational Health [Surveillance](http://www.gla.ac.uk/services/occupationalhealthunit/staff/healthsurveillance/)  |  |  |
| [Heads of Management Unit, Line Managers & Research Group Leaders](https://www.gla.ac.uk/myglasgow/seps/safetymanagementforheadsofmanagementunit/section2-safetyrolesandduties/). |  |  |
| Any specialist equipment training required as appropriate |  |  |
| Discuss other health, safety & wellbeing matters as appropriate (e.g. [lone worker](https://www.gla.ac.uk/myglasgow/seps/az/loneandoutofhoursactivities/); [fieldwork](https://www.gla.ac.uk/myglasgow/seps/az/travelfieldworkandplacement/fieldwork/)) |  |  |
| Security and [safety](https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/) in building and contact information for local security staff and [emergency](https://www.gla.ac.uk/myglasgow/staff/emergencyandcrisissupport/) contact procedures. |  |  |

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| **Role of New Staff Member** | **Person Responsible** | **Completed (Date)** |
| Discuss key duties and responsibilities including expected performance standards, expectations regarding confidentiality/ security as appropriate. | *Line Manager* |  |
| Discuss how role fits in with School objectives & strategic plan and College and university objectives as outlined in our University Strategy, [World Changing Glasgow 2025](https://www.gla.ac.uk/explore/strategy/) | *Line Manager* |  |
| Discuss any relevant local practices ([Annual leave](https://www.gla.ac.uk/myglasgow/pod/all/health/worklife/leave/), [Flexible working](https://www.gla.ac.uk/myglasgow/pod/all/health/worklife/flexibleworking/), [sickness](https://www.gla.ac.uk/myglasgow/pod/all/health/managingattendancepolicy/managingattendance-policy/#d.en.501101) reporting etc.) | *Line Manager* |  |
| Discuss Probationary Process as appropriate (Including Early Career Development Program  [ECDP](https://www.gla.ac.uk/myglasgow/pod/all/pay/ecdp/) where applicable)  | *Line Manager* |  |
| Discuss [Performance & development review process](http://www.gla.ac.uk/services/humanresources/all/pay/pdr/pdrprocess/) as appropriate | *Line Manager* |  |
| Review any relevant [learning & development needs](http://www.gla.ac.uk/services/humanresources/staffdevelopment/) as appropriate including equipment training. |  |  |
| Refer to [Code of Good Practice in Research](https://www.gla.ac.uk/research/strategy/ourpolicies/codeofgoodpracticeinresearch/)  (if appropriate) | *Line Manager* |  |
| Advise if [Research Passport](http://www.gla.ac.uk/services/humanresources/medical/researchpassport/) required. (The Research Passport Scheme for non-clinical researchers.) Only for staff working with the NHS | *Line Manager* |  |
| Orient to [TRAC/TAS](http://www.gla.ac.uk/services/fulleconomiccosting/background/) Transparent Approach to Costing (**TRAC**)./ Time Allocation Survey (**TAS) as appropriate.** |  |  |
| Inform new staff member about the Tri-School Catalyst [Mentoring](https://www.gla.ac.uk/schools/cancersciences/staffandstudentinfo/informationforstaff/mentoringprogramme/) Scheme. | *Line Manager* |  |

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| **Local Operations and Procedures** | **Person Responsible***(Line Manager or Named Designee)* | **Completed (Date)** |
| Provide Information about Local social activities/networks as appropriate. |  |  |
| Orient to any relevant local finance procedures e.g. [purchasing](http://www.gla.ac.uk/services/procurementoffice/), [travel](https://www.gla.ac.uk/myglasgow/procurementoffice/travelinformation/) , and arrange to attend Agresso course if appropriate. |  |  |
| If not already undertaken, establish IT equipment required, such as laptops/ tablets, and the [process for ordering](https://www.gla.ac.uk/myglasgow/it/itpurchasing/) through IT |  |  |
| Pass on information to sign up to [MVLS Stores](https://www.gla.ac.uk/colleges/mvls/informationforstaff/servicesforstaff/facilities/mvlsstores/) for internal ordering procedures if required.  |  |  |
| Notify New staff member of SCS group number (eg M32) and assigned administrative support person for their group. |  |  |
| Administrative systems eg meeting room booking procedures, ordering stationary (location of cupboard if appropriate). Printing procedures within building. |  |  |
| Ensure new employee has viewed/ completed items in New Employee Induction Guide. (6 months) | *Line Manager* |  |

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| **Induction Meetings** | **Date** | **Completed** |
| **Day 1** |  |  |
| **1st Month** |  |  |
| **3rd Month** |  |  |
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| **Sign off meeting** |  |  |

Staff member Name: ……………………………………………. Signed…………………………………………………

Line Manager Name: ……………………………………………. Signed…………………………………………………

When the induction process is concluded this should be confirmed by submitting the signed forms to the School Head of Professional Services.