**Induction Checklist for New Colleagues.**

**New Colleagues**

**Welcome to the University of Glasgow and to the School of Cancer Sciences.**

The following guide suggests the type of Information / activity that you, as a new employee, will find helpful to view/ act on during your first 30 days of Induction. However, if you do not have access to a computer these inductions will be carried out in a different manner.

All staff are expected to take a proactive role in their own induction programme. Where any gaps in learning/knowledge are identified, the individual should ensure that their manager is informed so that these can be addressed.

**DAY 1**

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| **UNIVERSITY INFORMATION** | **VIEWED / COMPLETED** |
| Check if [email account](http://www.gla.ac.uk/services/it/staffemail/)/[GUID set up](http://www.gla.ac.uk/services/it/guid/) (instructions go to home email address once contract of employment signed) (Day 1) |  |
| Provide P45 & bank details to [Payroll](https://www.gla.ac.uk/myglasgow/payandpensions/payroll/) |  |
| View [Staff Handbook](https://www.gla.ac.uk/myglasgow/pod/all/), which contains information about University, benefits, services, terms and conditions of employment etc |  |
| Read information about [Health and Wellbeing services](https://frontdoor.spa.gla.ac.uk/Portal/Subsites/HealthWellbeing/Home.aspx) |  |

**Week 1**

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| **UNIVERSITY INFORMATION** | **VIEWED / COMPLETED** |
| Visit the Library (on Main campus) to collect your [staff ID card](https://www.gla.ac.uk/myglasgow/humanresources/new/staffcards/) and central HR to complete any pre-employment/working permissions documents |  |
| Access the  [University Induction hub](https://www.gla.ac.uk/myglasgow/pod/new/newstart/) and complete all mandatory courses. |  |
| Book yourself onto the next available Induction to the University of Glasgow event or add yourself to the waiting list ([through CoreHR](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page)) |  |
| Read over current University news on [MyGlasgow News](https://www.gla.ac.uk/news/) |  |
| Familiarise yourself with [IT information for new staff](https://www.gla.ac.uk/myglasgow/it/newstaff/): information on the use of internet, email, webmail, Wi-Fi and multi-factor authentication. |  |
| Familiarise yourself with the [HR/Payroll Self Service System](https://www.gla.ac.uk/myglasgow/humanresources/systems/processnotes/), and with your [local HR / POD contacts](https://www.gla.ac.uk/myglasgow/humanresources/contact/) |  |
| Familiarise yourself with University [Appeals, Conduct](https://www.gla.ac.uk/myglasgow/senateoffice/studentcodes/) and [Complaints procedures](https://www.gla.ac.uk/connect/complaints/) |  |
| Read the [Equality and Diversity Policy](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/) and [Dignity at Work and Study Policy](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/dignityatwork/) |  |
| Information about [expense claims](https://www.gla.ac.uk/myglasgow/payandpensions/expenses/) and [travel procedures](https://www.gla.ac.uk/myglasgow/procurementoffice/travelinformation/) |  |
| Information about [creating academic staff profiles](https://www.gla.ac.uk/myglasgow/staff/webpublishing/help/tutorials/researchprofile/) for the University website using University templates (as appropriate) *SCS website contact: Susanne Hendry* [Susanne.hendry@glasgow.ac.uk](mailto:Susanne.hendry@glasgow.ac.uk) |  |
| Review Data Protection and Freedom of Information [policies](https://www.gla.ac.uk/myglasgow/dpfoioffice/policies/) and advice including [GDPR overview](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/), [guidance for staff](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/), training and [reporting data breaches](https://www.gla.ac.uk/myglasgow/dpfoioffice/guidanceforstaffandstudents/dataprotection/personaldatabreaches/). |  |

**For all Management, Professional and Administrative (MPA), Technical & Specialist (T&S) and Operational Staff:**

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| **UNIVERSITY INFORMATION** | **VIEWED / COMPLETED** |
| Familiarise yourself with the Glasgow Professional Behavioural Framework  [Glasgow Professional](https://www.gla.ac.uk/myglasgow/humanresources/glasgowprofessional/) |  |
| [Technician's Commitment](https://www.gla.ac.uk/myglasgow/staff/technicians/) – Technical staff should make themselves aware of this. |  |
| MPA staff can look at the [MPA](https://www.gla.ac.uk/myglasgow/staff/clubs/mpapeernetwork/) Peer Network for information and events |  |
| Locate the [Career Framework](https://uofglasgow.careercentre.me/members) and Career Pathway for MPA / Technical staff |  |
| Review [Information](https://www.gla.ac.uk/colleges/mvls/informationforstaff/professional-services-staff/) on training and development opportunities for PSS in MVLS |  |

**For all Research and Teaching Staff:**

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| **UNIVERSITY INFORMATION** | **VIEWED / COMPLETED** |
| Review guidance on [Open Access](http://www.gla.ac.uk/services/openaccess/) |  |
| Contact the Open Access Team [research-openaccess@glasgow.ac.uk](mailto:research-openaccess@glasgow.ac.uk) as soon as you have a paper accepted for publication, for assistance with meeting REF and open access requirements |  |
| Review guidance on [Research Data Management](http://www.gla.ac.uk/services/datamanagement/) |  |
| Contact the [Research Data Management Service](mailto:research-datamanagement@glasgow.ac.uk) if assistance is required with the (re)drafting of new or pre-existing data management plans |  |
| Find out about MVLS Research [Impact](https://www.gla.ac.uk/colleges/mvls/informationforstaff/mvls-impact/) and University [Knowledge](https://www.gla.ac.uk/myglasgow/ris/knowledgeexchange/) Exchange resources. |  |
| An intro to U of G and the wider [Research Landscape](https://moodle.gla.ac.uk/course/view.php?id=21945) –Useful to do in 1st Month as a new researcher. Moodle Course - No enrolment key |  |
| Planning your [Professional Development](https://moodle.gla.ac.uk/course/view.php?id=23766) as a researcher at U of G **–** Where to look for support, training and resources. No enrolment key (self-enrol). |  |
| [Glasgow Research Beacons](https://www.gla.ac.uk/research/) and [Talent](https://www.gla.ac.uk/myglasgow/ris/researcherdevelopment/talentlab/#catalyst%3Aleadershipandcareermentoringforresearchstaff%5Bmentoring%5D) Lab web page useful resource |  |

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| [**Mandatory Training**](https://www.gla.ac.uk/myglasgow/pod/all/mandatorytraining/) | **VIEWED / COMPLETED** |
| [Online Health, Safety and Wellbeing e-induction](https://moodle.gla.ac.uk/course/view.php?id=36332) (Includes Fire Training) |  |
| [Online GDPR training](http://moodle2.gla.ac.uk/course/view.php?id=13069) via Moodle |  |
| [Information Security Training](https://www.gla.ac.uk/myglasgow/it/informationsecurity/awarenessmodule/#d.en.592188) |  |
| [Equality and Diversity Courses](https://www.gla.ac.uk/myglasgow/equalitydiversity/training/e-learning/) for all staff |  |
| [Equality and Diversity](https://www.gla.ac.uk/myglasgow/equalitydiversity/training/e-learning/) courses for all line Managers & Supervisors |  |
| [Research Integrity Training (for all research staff)](https://www.gla.ac.uk/myglasgow/ris/researchintegrity/training/) |  |
| Online [Recruitment & Selection Training](https://www.gla.ac.uk/myglasgow/pod/organisationaldevelopment/a-zofcourses/recruitmentandselection/) (for those on Appointing Panels) |  |
| School Health and [Safety](https://www.gla.ac.uk/schools/cancersciences/staffandstudentinfo/hs/) Guidelines handbook |  |

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| **Useful University Training Courses as appropriate**  And in consultation with line Manager | **VIEWED / COMPLETED** |
| **Health and Safety – SEPS** ([Safety](https://www.gla.ac.uk/myglasgow/seps/), Environmental Protection Service) |  |
| [Biological](https://www.gla.ac.uk/myglasgow/seps/training/biologicalsafetytraining/) and Genetic Modification Safety Course |  |
| [Control of Substances Hazardous to Health](http://www.gla.ac.uk/services/seps/trainingandresources/controlofsubstanceshazardoustohealthcoshh/) ([COSHH](https://www.gla.ac.uk/myglasgow/seps/training/chemicalsafetytraining/) ) Course |  |
| [Radiation](http://www.gla.ac.uk/services/radiationprotection/radiationprotectioncourse/) Protection Course |  |
| [Working Safely](https://www.gla.ac.uk/myglasgow/seps/training/workingsafelyioshapproved/) (IOSH accredited) course |  |
| [Managing Safely (IOSH accredited )course](https://www.gla.ac.uk/myglasgow/seps/training/managingsafelyioshapproved/) |  |
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| **General** |  |
| [Agresso](https://www.gla.ac.uk/myglasgow/agresso/informationforusers/) ordering information |  |
| Setting [SMART](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/managingperformance/guidance-settingsmartobjectives/) Objectives Guide |  |
| [Performance &](https://www.gla.ac.uk/myglasgow/humanresources/all/pay/pdr/) Development Review Procedures |  |
| [Mentoring](https://www.gla.ac.uk/researchinstitutes/cancersciences/guinfo/icsmentoringprogramme/) Scheme |  |
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| [**Leadership and Management Programmes**](https://www.gla.ac.uk/myglasgow/pod/organisationaldevelopment/programmes/) **r**un by [People & Organisational Development](https://www.gla.ac.uk/myglasgow/pod/) |  |
| Introduction to Management |  |
| Management Fundamentals |  |
| [Talent Lab Programmes](https://www.gla.ac.uk/myglasgow/ris/researcherdevelopment/talentlab/) including future leaders, Strategic leaders |  |
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| Look at SCS [Athena Swan](https://www.gla.ac.uk/schools/cancersciences/athena/) - UK Equality and good practice in HE |  |
| [Sustainable](https://www.gla.ac.uk/myglasgow/sustainability/) practices in the University including sustainable labs [LEAF](https://www.gla.ac.uk/myglasgow/sustainability/guest/guestslabs/) |  |
| **Other Information (as appropriate)** | **VIEWED / COMPLETED** |
| Organise [Research Passport](http://www.gla.ac.uk/services/occupationalhealthunit/staff/researchpassports-nonclinicalresearchers/) if required. (The Research Passport Scheme for non-clinical researchers.) For staff working with the NHS. |  |