Induction Checklist for Managers of New Colleagues

The following guide suggests the type of local induction activities that should be part of the first 30 days of induction; however, the Service/ School/ Institute should determine how they might best be carried out in their area.

The key aim is to make employees feel welcome and valued as new members of staff.

Pre-arrival	Who	Completed
Send welcome letter/email which includes confirmation of start date, time and initial point of contact		
Identify and liaise with induction buddy (if applicable)		
Organise office space and equipment		
Confirm start date and time with initial point of contact and team members		
Introductions/ General Arrangements - Day 1	**Who**	**Completed**
Arrange for new colleague to be welcomed by their line manager		
Introduce to colleagues and induction buddy (if applicable)		
Ensure the person knows about local facilities: equipment, kitchen, rest facilities, car parking, bike shelters etc.		
Health, Safety and Wellbeing - Week 1	**Who**	**Completed**
Arrange local Health & Safety Induction with the appropriate person		
Fire alarm, evacuation and emergency procedures, including location of first aid kit & fire extinguishers		
Identify first aider/s (physical First Aiders, Mental Health First Aiders and Respect Advisers) and how they can be contacted		
Accident/incident reporting procedures		
Heads of Management Unit, Line Managers & Research Group Leaders.		
Specialist health & safety procedures/training (if applicable)		
Discuss other health, safety & wellbeing matters as appropriate (e.g. lone worker, fieldwork)		
Role	**Who**	**Completed**
Discuss key duties and responsibilities including expected performance standards, expectations regarding confidentiality / security as appropriate		
Discuss how role fits in with School/ RI/ Service objectives & strategic plan and College and university objectives as outlined in our University Strategy, Inspiring People Changing the World		
Discuss any relevant local practices (taking leave, flexi-time etc.)		
Discuss Probationary process (including ECDP where applicable) as appropriate		
Discuss Performance Development Review process as appropriate		
Review any relevant learning & development needs as appropriate		
Refer to Code of Practice for the Management of Research Staff (if appropriate)		
Orient to TRAC/TAS (as appropriate)		
Local Operations and Procedures	**Who**	**Completed**
Provide information about local social activities/networks as appropriate		
Orient to any relevant local finance procedures e.g. purchasing, travel as appropriate		
If not already undertaken, establish IT equipment required, such as laptops/ tablets, and the process for ordering through IT		

New Employee Induction Guides	Completed
Ensure new employee has viewed / completed items on New Colleague Induction Checklist	
Mandatory Training	**Completed**
Online Health, Safety and Wellbeing Online E-Induction (includes Fire Training)	
Online GDPR training	
Information Security Training	
Online Equality and Diversity, Equality & Diversity Essentials training	
Implementing Reasonable Adjustments (for all line-managers and supervisors)	
Read the Recruitment & Selection Policy (for those who will be on Appointing Panels)	
Research Integrity Training (for all line-managers and supervisors)	
For academic colleagues only:	
Research Integrity Training (for all research staff)	
Ensure they review guidance on Open Access	
Inform colleague they must contact the Open Access team as soon as they have a paper accepted for publication, for assistance with meeting REF and open access requirements	
Ensure they review guidance on Research Data Management	
Inform colleague they should contact the Research Data Management Service if assistance is required with the (re)drafting of new or pre-existing data management plans	