Induction Checklist for New Colleagues

The following guide suggests the type of induction information and activities that you, as a new employee, will find helpful to view or act on during you first 30 days of induction.

Day 1	Completed
Check if email account/GUID set up (instructions go to home email address once contract of employment signed)	
Provide P45 & bank details to Payroll	
View Staff Handbook, which contains information about University, benefits, services, terms and conditions of employment etc.	
Read information about wellness and wellbeing and employee counselling services	
Week 1	**Completed**
Request your staff ID card and liaise with the Recruitment Team to complete any pre-employment/working checks	
Review the University Induction webpages	
Read over current University news on MyGlasgow News	
Familiarise yourself with IT information for new staff: information on the use of internet, email, webmail, Wi-Fi, VPN, and telephones.	
Familiarise yourself with the HR/Payroll Self Service System, and with your local HR Team	
Familiarise yourself with University appeals, conduct and complaints procedures	
Information about expense claims and travel procedures	
Information about creating academic profiles for the University website using University templates (as appropriate)	
Review Data Protection and Freedom of Information policies and advice including GDPR overview, creating privacy notices, guidance for staff, good practice guides, and FAQs	
For all Research and Teaching Staff:	
Review guidance on Open Access	
Contact the Open Access team 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	
Contact the Research Data Management Service if assistance is required with the (re)drafting of new or pre-existing data management plans	
Review information for the University website using University templates (as appropriate)	
Mandatory Training	**Completed**
Online Health, Safety and Wellbeing E-Induction (includes Fire Training)	
Online GDPR training	
Online Equality and Diversity 'Equality & Diversity Essentials'	
Research Integrity Training (for all research staff)	
Read the Recruitment & Selection Policy (for those who will be on Appointing Panels)	
Implementing Reasonable Adjustments (for all line-managers and supervisors)	