



Induction Checklist for New Colleagues.

New Colleagues

Welcome to the University of Glasgow and to the Institute 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

UNIVERSITY INFORMATION	VIEWED / COMPLETED
Check if email account/GUID set up (instructions go to home email address once contract of employment signed) (Day 1)	
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

UNIVERSITY INFORMATION	VIEWED / COMPLETED
Visit the Library (on Main campus) to collect your staff ID card and central HR to complete any pre-employment/working permissions documents	
Review the University Induction webpages	
Book yourself onto the next available Induction to the University of Glasgow event or add yourself to the waiting list (through CoreHR)	
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	
Read the Equality and Diversity Policy and Dignity at Work and Study Policy	
Information about expense claims and travel procedures	
Information about creating academic profiles for the University website using University templates (as appropriate) <i>ICS website contacts: Dr. Adam</i>	



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

UNIVERSITY INFORMATION	VIEWED / COMPLETED
Familiarise yourself with the Glasgow Professional Behavioural Framework Glasgow Professional	
Technician's Commitment – Technical staff should make themselves aware of this.	
MPA staff can look at the MPA Peer Network for information and events	

For all Research and Teaching Staff:

UNIVERSITY INFORMATION	VIEWED / COMPLETED
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	
Find out about MVLS Research Impact and University Knowledge Exchange resources.	
An intro to U of G and the wider Research Landscape – Useful to do in 1 st Month as a new researcher. Moodle Course - No enrolment key	
Planning your Professional Development as a researcher at U of G – Where to look for support, training and resources. No enrolment key (self-enrol).	
MYGLASGOW RESEARCH web page useful resource	

MANDATORY TRAINING	VIEWED / COMPLETED
Online Health, Safety and Wellbeing e-induction (Includes Fire Training)	
Online GDPR training via Moodle	
Information Security 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)	
Institute Health and Safety Manual	



Useful University Training Courses as appropriate And in consultation with line Manager	VIEWED / COMPLETED
Health and Safety – SEPS (Safety , Environmental Protection Service)	
Biological and Genetic Modification Safety Course	
Control of Substances Hazardous to Health (COSHH) Course	
Radiation Protection Course	
Working Safely (IOSH accredited) course	
Managing Safely (IOSH accredited) course	
General	
Agresso Online ordering training Course	
Setting SMART Objectives Guide	
Performance & Development Review Procedures	
Mentoring Scheme	
Line Manager Training Courses (Staff Development Service)	
First Line Management Programme	
New to First Line Management	
Principal Investigator Programme	
Other Information (as appropriate)	VIEWED / COMPLETED
Organise Research Passport if required. (The Research Passport Scheme for non-clinical researchers.) For staff working with the NHS.	