

James Watt School of Engineering

JWSE Induction Checklist

It is important to welcome all new staff with a carefully planned and tailored induction programme. Below is a checklist of School preparations for welcoming new staff to the James Watt School of Engineering. (Note that timely visibility of new research staff appointments is dependent upon academic line managers ensuring appropriate notifications of new appointments to the key staff below.)

Pre-arrival checklist for line managers (PDRA, MPA, Technical and IT)

- ☐ Notify Facility Coordinator of office requirements and start date via [Ivanti Helpdesk](#).
- ☐ Notify IT to add new staff to appropriate mailing lists, School SharePoint and associated Teams channels via [UofG Helpdesk](#).
- ☐ Consult with new staff member about IT requirements and share details via the [UofG Helpdesk](#) tile. (IT allocate standard equipment from stock or arrange a Purchase Order for bespoke computer equipment where justified.) Note that the University is moving towards a one-person one-device strategy.
- ☐ Schedule arrival time and location with new start.

Pre-arrival checklist (Academic staff)*

- ☐ Liaise with College Research Office on the allocation of a Project Coordinator.
- ☐ Notify Facility Coordinator of new start via [Ivanti Helpdesk](#) to enable office allocation.
- ☐ Issue welcome email confirming divisional allocation, introduce to Project Coordinator, and ascertain equipment needs (e.g. laptop spec). Encourage discussion with HoRD on additional space needs if applicable. See Appendix I.
- ☐ Notify IT to add new staff to appropriate mailing lists (i.e. academic staff, division), School SharePoint and associated Teams channels. Include 'JWSE Impact' Teams site .
- ☐ Confirm equipment procurement with IT in discussion with HoRD if approval of budget from start-up allocation is applicable.
- ☐ Schedule arrival time and location with new start (line manager).
- ☐ Pre-emptive discussion on potential teaching allocation with Heads of Discipline (line manager).
- ☐ Collect any required keys from Facility Coordinator (line manager).

**Pre-arrival checkpoints will be coordinated by the Head of Professional Services unless otherwise noted*

First Day

- ☐ One-to-one meeting (pre-organised) preferably in person. Relevant discussion points for inducting new colleagues should be identified from the www.gla.ac.uk/myglasgow/pod/new/iamamanagerinductinganewcolleague/inductionhub/.
- ☐ Provide welcome pack (including staff handbook) with important information on getting started (Appendix II)
- ☐ If meeting in person, escort to office and make arrangements for collection of equipment from the Tech Bar located in the James Watt North Complex (Level 4 (Room 4c), James Watt North). New staff should receive an '*Attend the TechBar*' ticket from IT confirming equipment available for collection.
- ☐ Arrange a tour of the building either direct or via an induction buddy pointing out fire exits, meeting rooms, toilet facilities, mail room, pull printing facilities, Teaching Office and any other appropriate staff offices.
- ☐ Arrange a team coffee break so the new employee can informally meet their close colleagues
- ☐ Introduce to other key staff on site
- ☐ Agree preliminary objectives, discuss and confirm teaching duties (academic staff only), stress importance of completing mandatory training and set up additional checkpoints aligned with the typical six-month probationary period, see UofG [Managing Probation Policy](#) for more information.
- ☐ Ensure Grade 7 and 8 early career academic staff (LTS and R&T) are auto-enrolled on ECDP