

Induction Checklist for Managers of New Colleagues.

The School of Cancer Sciences recognises the importance of providing an effective and timely induction for all new colleagues to ensure their successful integration into the University, School, the team, and their own role.

The induction process applies to all new colleagues, and to existing colleagues who have been appointed to a new role within the University.

The induction process provides a timely opportunity to:

Welcome new members of staff to the University, School and team in a positive and supportive manner, and to help them to settle into their new work environment;

Ensure that new colleagues understand how their role contributes to achieving the University's vision as one of the world's great broad based research intensive Universities, underpinned by carrying out world leading research and providing an intellectually stimulating learning environment.

Inform new colleagues about the University and School's structure, policies and practices that are in place at a central and local level.

Clarify the requirements, duties and responsibilities of the role, and ensure that all new colleagues have the knowledge and skills necessary to perform their role effectively.

Line Managers Responsibility.

<http://www.gla.ac.uk/services/humanresources/mgrs-admin/mgr-guidance/inductionguidelines/>

Induction colleague/buddy – It can be extremely beneficial to pair up the new recruit with an existing member of staff from within the team/unit to act as a 'buddy' throughout the induction period. Whilst the manager will focus on the more formal aspects of the induction process, the buddy can provide the new member of staff with more informal information and guidance regarding the University and the local team, and can help with faster integration.

These items should be arranged and covered prior to the new staff member arriving into the School.

Pre-Arrival	Person Responsible <i>(Line Manager or Named Designee)</i>	Completed (date)
Send welcome letter/email which includes confirmation of start date, time and initial point of contact. Also local transport and parking arrangements on site. (coffee and lunch facilities on site)	<i>Line Manager</i>	
Organise desk and bench space for new staff.		
Identify and liaise with induction adviser (if applicable)	<i>Line Manager</i>	
Organise computer for new staff member		
Arrange for staff member to have space on the J-drive set up within group network space.		
Organise phone for new staff member (if appropriate)		
Inform groups Admin support person of the date of the new Staff members' arrival.		
Inform appropriate Staff if require door entry to the local building of start date.		
Inform Safety Induction co-ordinator of New staff start date and arrange a date for safety Induction to be carried out.		
Inform group members of start date of new member of staff	<i>Line Manager</i>	
Obtain a volunteer to be a " buddy " for new staff member to offer support for the first 3-6 months.	<i>Line Manager</i>	
Inform Reception staff the date when the new staff starts and who to contact when they arrive.		
Arrange and assign group members and other support staff for roles on day 1 of new staff Induction.	<i>Line Manager</i>	

First Day of Arrival - These items should be covered on the 1st day of New staff arrival at the University or when new to the group.

Introduction / General Arrangements (Day 1)	Person Responsible <i>(Line Manager or Named Designee)</i>	Completed (Date)
Welcome by Appropriate person		
Introduce to colleagues and "buddy"		
Ensure New staff knows about local facilities: equipment; coffee and lunch facilities, car parking; bike shelters		
Arrange Door Access to building if required		
Ensure staff member has GUID and e-mail address		
Ensure staff member obtains staff card from HR / library		
Ensure staff member is given the SCS New Colleague Induction Guide	<i>Line Manager</i>	

Health and Safety (Day 1)	Person Responsible <i>(Named Designee for building / group)</i>	Completed (Date)
Arrange local Health and Safety Induction with the Health and Safety Co-ordinator for the building.		
Inform New staff member of the arranged date and location of the local Health and Safety Induction and person involved.		
Ensure New staff knows about the Mandatory Health and Safety and Fire safety e-learning course for new starts and completion required within 3 months.		
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		
Specialist Health and Safety procedures/training; SEPS course, Occupational Health Surveillance		
Heads of Management Unit, Line Managers & Research Group Leaders.		
Any specialist equipment training required as appropriate		
Discuss other health, safety & wellbeing matters as appropriate (e.g. lone worker ; fieldwork)		
Security and safety in building and contact information for local security staff and emergency contact procedures.		

Role of New Staff Member	Person Responsible	Completed (Date)
Discuss key duties and responsibilities including expected performance standards, expectations regarding confidentiality/ security as appropriate.	<i>Line Manager</i>	
Discuss how role fits in with School objectives & strategic plan and College and university objectives as outlined in our University Strategy, Inspiring People Changing the World	<i>Line Manager</i>	
Discuss any relevant local practices (taking leave, flexi time, sickness reporting etc.)	<i>Line Manager</i>	
Discuss Probationary Process as appropriate (Including Early Career Development Program ECDP where applicable)	<i>Line Manager</i>	
Discuss Performance & development review process as appropriate	<i>Line Manager</i>	
Review any relevant learning & development needs as appropriate including equipment training.		

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Refer to Code of Practice for the Management of Research Staff (if appropriate)	<i>Line Manager</i>	
Advise if Research Passport required. (The Research Passport Scheme for non-clinical researchers.) Only for staff working with the NHS	<i>Line Manager</i>	
Orient to TRAC/TAS Transparent Approach to Costing (TRAC)/ Time Allocation Survey (TAS) as appropriate.		
Inform new staff member about the School's Mentoring Scheme.	<i>Line Manager</i>	

Local Operations and Procedures	Person Responsible <i>(Line Manager or Named Designee)</i>	Completed (Date)
Provide Information about Local social activities/networks as appropriate.		
Orient to any relevant local finance procedures e.g. purchasing , travel , and arrange to attend Agresso course if appropriate.		
If not already undertaken, establish IT equipment required, such as laptops/ tablets, and the process for ordering through IT		
Pass on information to sign up to MVLS Stores for internal ordering procedures if required.		
Notify New staff member of SCS group number (eg M32) and assigned administrative support person for their group.		
Administrative systems eg meeting room booking procedures, ordering stationary (location of cupboard if appropriate). Printing procedures within building.		
Ensure new employee has viewed/ completed items in New Employee Induction Guide. (6 months)	<i>Line Manager</i>	

Induction Meetings	Date	Completed
Day 1		
1st Month		
3rd Month		
Sign off meeting		

Staff member Name: Signed.....

Line Manager Name: Signed.....

When the induction process is concluded this should be confirmed by submitting the signed forms to the School Head of Professional Services.