

**Induction Checklist for New Starters**

This checklist should be prepared by the Induction Coordinator\* in advance of the appointee’s start date and discussed with the new starter once they are in post. The checklist outlines the areas that will typically form part of the induction process; this may be amended by the Induction Coordinator to incorporate local Induction practices within the recruiting department.

*\*NB: The Induction Coordinator may be a line manager or another member of team responsible for coordinating the appointee’s induction.*

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| **Name of new starter:** | **Name of Induction Coordinator:** | **Start date:** |

The University’s staff induction pages can be found at: <https://atsserver.acute.local/Staff>

The Staff Induction portal can be found here: <https://atsserver.acute.local/Staff/Induction>

**Pre-Arrival**

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| **Activity** | **Details** | **Responsible person** | **Date completed** |
| Prepare an induction pack | Prepare an induction pack for the new starter which could include a bank details form, a departmental structure chart, campus maps, and other documents to assist the appointee’s induction. This could be sent to the appointee in advance of their start date | Induction Coordinator |  |
| Ensure the appointee is aware of arrangements for their first day | Contact the new starter to:   * advise where, when and who to report to on their arrival on their first day * provide details of their induction programme | Induction Coordinator |  |
| Prepare workspace and equipment | Ensure that a workspace is ready for the appointee, and that all necessary equipment is ready e.g. PC and phone, including any additional equipment or adjustments identified during the recruitment process, if relevant. | Induction Coordinator |  |
| Assign a buddy  *\*if relevant* | Assign a buddy to the new starter | Induction Coordinator |  |

**First Week**

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| Obtain uCard | Visit CiCS (Corporate Information & Computing) to obtain a uCard and computer account. A contract or photographic identification will be required. | New starter |  |
| Payroll & Pensions | Payroll & Pensions will email new starters to retrieve bank details. | Payroll & Pensions teams |  |
| Tour of department | Arrange for the new starter to receive a tour of the department | Induction Coordinator |  |
| Introductions | Arrange for the new starter to be introduced to other staff in the team/department | Induction Coordinator |  |
| IT overview | Arrange for the new starter to receive a demonstration on using IT tools which may include MUSE, myJob and Google accounts. Walk the new starter through the password change policy, they will need to change it from the default Password1!. Not all staff are changing these so please be sure to run through this. | Induction Coordinator |  |
| Health & Safety induction | Arrange for the new starter to get a Health and Safety induction local to your area. (Preferably the first day).  To include developing a PEEP (Personal Emergency Evacuation Plan) if required. | Induction Coordinator |  |
| Visit Student Services webpages (For Staff working with Students) . | Review student support information online; visit the links provided on the “First Week” tab of the Induction Portal. Particular attention should be given to the “Worried about a student?” and “Prevent” pages. | Induction Coordinator |  |
| Induction meeting with line manager | Arrange for the new starter to meet with their line manager to discuss their new role and key information about the department’s working practices and procedures. | Induction Coordinator  Line Manager |  |
| Initial Probation Meeting (For Academic staff on Probation only) | Arrange initial probation meeting between Probationer, Head of Department and Probation Adviser.  Run through the new PSWA to highlight the restrictions set on the sessions named dc\_manage.  The probation plan should be completed within a month of the start date and should include a requirement to register with LETs re: rate to gain within 3 months of starting. Fellowship of the Higher Education Academy (FHEA). | Head of Department |  |
| Human Resources | For those undertaking the Recruitment and Selection Coordinator role, arrange a meeting with a member of your Faculty HR team to discuss this role and the requirements, expectations and support available. | Induction coordinator |  |

**First Month**

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| Visit staff induction webpages | Review induction information available including health and safety information. Ensure completion of mandatory online training for all staff which includes:   * [Fire Safety](https://atsserver.acute.local) * [Protecting Information](https://atsserver.acute.local) * [Protecting Personal Data](https://atsserver.acute.local) * [Supporting our Students](https://atsserver.acute.local) * [Fraud & Bribery Awareness](https://atsserver.acute.local)   Other training may be mandatory for your role – check with your department. | New starter |  |

**First 3 Months**

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| Visit staff induction webpages | Complete online equality and diversity training. | New starter |  |
| Induction meetings with management staff | Arrange for the new starter to meet with other staff in the department as appropriate. This could include the Head of Department and/or other members of the appointee’s team. Complete the [remote](https://atsserver.acute.local/Acute_Staff_Access) training | Induction Coordinator |  |
| Attend induction activities and events (optional) | All new staff are encouraged to attend the ‘Welcome to the University’ event hosted by the Vice-Chancellor which can be booked through the Learning Management System (LMS). Additional induction activities including new starter coffee mornings and campus tours can be booked via the staff induction pages. | New starter |  |

\*\*Lois is the only authorized personnel to change Group Membership, Contact Lois to have this approved and changed if required. Only Lois can become site admin. \*\*