New Starter – Induction Information

## Introduction

Welcome to the University of Warwick, Centre for Professional Education (CPE)!

You are part of a team working on delivering high-quality, technology-supported educational course material for a variety of academic and teaching qualifications offered by CPE.

This guide will help you settle in to your new role as quickly as possible. It covers

* **Administration**. How to get your University ID card, IT Services registration and induction (so you can use computing facilities at the University), day-to-day administration – leave arrangements, office environment, room bookings, other useful University facilities etc.
* **Technical**. For a lot of your work you will need to know how to access various technical resources e.g. University and Centre computer systems, internal and external web sites, multimedia production facilities etc. This section will help you navigate to what you need.

Both sections of this guide are updated periodically as processes and procedures (as well as software and systems) change. The most up-to-date online version of this guide can be found via the link at the end of this document.

## Administration

So, what do you do and in what order to find your feet as quickly as possible?

You will have received your offer of employment pack from the University. This will contain:

* Your letter of appointment. This will confirm in summary:
  + Your start date. Please liaise directly with your line manager regarding an appropriate start time on your first day.
  + Your base location
  + Your working hours
  + Your salary and grade
  + If you are employed on a fixed-term contract
    - The reason for that employment
    - Name of the funding/project
  + Your terms of employment – normally the grade range for your post
  + Probationary period, and
  + Who you will report to
* Full terms and conditions, information about pensions and instructions on what to sign and send back in advance of you arriving at Warwick University.

The above comprises the **Initial Job Offer** that you receive (see Figure 1). You should have sent the following back to Warwick University in advance of your arrival:

* Signed copy of the offer letter
* A signed and completed ‘Personal Record Form’
* A pension application form (if applicable to you), and
* A p45 from your most recent employer if applicable

It is very beneficial for the above to be received by the University’ HR function at least 3-5 days in advance of your arrival so that your new starter information can be prepared as far as possible in advance of your arrival.

### Your First Day

On your first day, if you have been able to send in the above information in advance, then you should only need to have your photo taken for your Warwick University ID card to be issued to you. These photos are normally taken by the reception desk in the main HR offices in University House. Once the photograph is taken, and the remainder of the new starter information available, your ID card can be generated there and then. The ID card will allow you access into buildings that operate key-card entry, will allow you access car parks (if you opt to pay for car parking at the University) and can also be used as an Eating at Warwick card if you top it up with money so that you can obtain discount on food and drink purchased at the many outlets around campus.

Your department coordinator will have been notified of your start date and put in place any departmental provisioning for you e.g. your leave card, inclusion in departmental printing access, access to any appropriate shared disk drives and so on.

The central IT Services function will also have been notified from HR of your new starter information and will have provisioned a number of their services for you accordingly, for example: your logon account to the Warwick University network. Your line manager may have arranged an at-your-desk IT Services induction for you. This is useful as it takes you through registering your IT Services account and then covers Installing software, your email address, Outlook, email via Web, saving files, accessing files remotely, transferring large files, setting up a printer connection, people search, security, training service, Hotspots, requesting assistance, Xenon cover. IT Services also deal with setting up of voicemail for your phone (if you have been allocated a phone line), your connection to group email (or resource) accounts. Your line manager may well have organised most of this for you – let them tell you what has been organised for you when you have your first one-to-one session with them.

Your line manager will also have been issued with a “checklist” of things to cover for all new starters – for an example, see **Appendix A**. There will be items for them to go over with you on your first day and further items to be covered when you have settled in after a week or so. This should include an introduction “walk around” to introduce you to other staff at the Centre (and the buildings they work in), location of facilities (toilets, kitchen etc) as well as more formal information about reporting.

Your line manager will be responsible for discussing with you your programme of induction/work/training and agreeing this with you. The Learning and Development Centre periodically run induction sessions at a University location for new starters to help in knowing a little more about the University in general and you are recommended to book in on a session once you are able to sign-in on the University computer network (and have been issued with your ID card).

## Technical

As a new starter in the ??? team, a lot of your work will revolve around using various IT tools and systems. This part of the new starter guide introduces you to the tools made available as standard on your workstation and the frequently-used web links that you will need in your day-to-day work.

### Your Workstation

Your Warwick University workstation will normally have been set up as follows:

#### Software:

Your PC comes direct from the suppliers pre-installed with Windows 8.1

Warwick University standard managed-desktop installations currently run Windows 7 Enterprise. If your PC remains with Windows 8.1, it will be an un-managed desktop PC on the Warwick University network. This enables your local IT staff to install whatever software you need (subject to suitable licensing and availability) without recourse to central IT Services.

The current standard software set for new PC’s in CPE is as follows:

* Microsoft Office 2013\* (incl. Service Pack 1)
* Office MIX Powerpoint Add-in
* Mind Manager\*
* Nuance PDF Converter\*
* GeoGebra 5 (used mostly by maths teaching fellows)
* Audacity 2.1.1
* The Gimp 2.8.14
* Adobe Digital Editions 4.x
* Kaspersky Endpoint Security (anti-virus)\*
* Subscription to Adobe Creative Cloud (Photoshop) - certain roles only.

N.B.

* \* These are downloaded and installed from Warwick University IT Services’ download area
* MS Outlook does form part of the installation of Office 2013 on your PC. However, it is not set up in advance.

If you need or prefer to make use of any of the following, we will need to go through final setup of these with you as they require you to supply your Warwick University user ID and password and may also require administrator access to the PC:

* Connection to the Warwick University printing service
* As delivered, the new PC will access your email via the University’ Office 365 web service. However, if any of you prefer using the full MS Outlook software, it can be set up on the day as it needs your involvement (passwords primarily). Let us know if you would like to go through this for your new PC.
* Configuration of Skype

### Frequently Used Web Links

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| TEL Training Needs Analysis | <http://goo.gl/forms/94t0BnPm82> |
| Blackboard Collaborate form | <http://www2.warwick.ac.uk/fac/soc/cpe/staff/e-learning/bbc-record-form> |
| Lecture capture  (select Option B) | <http://www2.warwick.ac.uk/services/its/servicessupport/av/lecture_capture/staff/consent> |
| Moodle | <http://moodle.warwick.ac.uk> |
| Mahara | <http://mahara.warwick.ac.uk> |
| Web groups | [**http://webgroups.warwick.ac.uk/admin/groups/listmydeptgroups.htm**](http://webgroups.warwick.ac.uk/admin/groups/listmydeptgroups.htm) |
| Sitebuilder (CPE web site) | <http://warwick.ac.uk/fac/soc/cpe> |