**New Starter Induction Checklist**

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| **Name:** |  | **Manager:** |  |

| **Item** | **Person responsible** | **✓** |
| --- | --- | --- |
| **Before you start** |  |
| *You should receive and read the following:* | You - Human Resources |  |
| * Contract
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| * Pension information
 |  |
| * Job description
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| * Terms & Conditions of employment
 |  |
| * Induction pack (Barts Health or Queen Mary)
 |  |
| *You should sign and return any outstanding HR documents:* | You |  |
| * Contract
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| * Medical health questionnaire
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| * Personal Details form
 |  |
| * Proof of eligibility to work in the UK
 |  |
| * P45 from previous employer
 |  |
| *Your manager will contact you by phone or email, including:* | Line manager  |  |
| * Where to report to and who to ask for on your first day
 |  |
| * The dress code for your role
 |  |
| *Department Admin will, at your manager’s request/ arrange the following:* | Departmental Support after advice from Line Manager  |  |
| * Locker
 |  |
| * ITs user account and email
 |  |
| * Laptop
 |  |
| * Listing on the department directory
 |  |
| * Telephone number and headphone set
 |  |
| * Any specialist equipment, software required and location of stationary.
 |  |
| * Listing on the departmental website and on the internal email circulation list
 |  |
| **On your first day** |  |
| *Your manager will give you:* | Line Manager and/or\* H&S departmental contact |  |
|  |
| * Details of emergency procedures (first aid, evacuation) or health and safety checklist \*
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| * Information on risk and accident reporting\*
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| * Other health and safety information \*
 |  |
| * An induction plan including any buddying up support
 |  |
| * An email/phone list for key contacts, e.g. dept/HR/payroll
 |  |
| * An organisation chart
 |  |
| *You will have a tour of key locations:* | Probation Buddy/Line Manager/Team Leader |  |
| * Department, including safety & security features
 |  |
| * Facilities for making refreshments
 |  |
| * Toilets and shower facilities
 |  |
| * Obtain security pass from security office
 |  |
| * Identify eating places on campus
 |  |
| *Your manager will confirm:*  | Line Manager |  |
| * Working arrangements (breaks, start time etc.)
 |  |
| * Contact details
 |  |
| **During your first week** |  |
| *You’ll be introduced to departmental procedures:* | Line Manager or delegate |  |
|  |
| * Printing and photocopying
 |  |
| * Recycling and waste disposal
 |  |
| * Softphone usage
 |  |
| * Email, calendars, file storage, Wi-Fi, Intranet and Internet use
 |  |
| * Sharing calendars and mailboxes
 |  |
| * Guidance on a suitable email signature format
 |  |
| * Use of website and course booking site
 |  |
| * Use of flexitime and recording if applicable
 |  |
| * Check if you are trained as a first aider/fire marshal and add you to list if applicable
 |  |
| * Visitors (reporting, signing in, temp pass & Wi-Fi access)
 |  |
| *You’ll be introduced to department procedures and services:* | Line Manager or delegate |  |
| * Smoking policy
 |  |
| * Use of Connect, VLE & lecture capture
 |  |
| * HR policies area
 |  |
| * Expectations of line managers at the JRMO and in your department, if you manage other colleagues
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| *You’ll find out more about your department:* |  |
| * Introductions to your colleagues and who does what
 |  |
| * Meet your department’s director (maybe later, as a group)
 |  |
| * Information on the team structure
 |  |
| * Departmental strategic aims
 |  |
| * Communications and meetings (team and department)
 |  |
| *You’ll get more information on your role:*  |  |
| * Main duties and responsibilities
 |  |
| * Training (inc. mandatory, essential reading and documentation, training folder requirements and training matrix where applicable. ) and development needs for your role and plan to meet them
 |  |
| * Schedules, timetables and rotas that you will observe
 |  |
| * Absence reporting
 |  |
| * Discuss the probation process
 |  |
| * Set first objectives and review dates, inc. regular one-to-ones
 |  |
| * Plan for any work shadowing you will do to learn processes and procedures relevant to your role
 |  |
| * Check you have booked your place on a Queen Mary/Barts Health induction
 |  |
| *You’ll look at the terms and conditions of your employment:* | You |  |
|  |
| * Notice requirements
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| * Human resource issues (types of leave, grievances)
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| * Equality & Diversity Policy
 |  |
| * Season Ticket Loans
 |  |
| * Appraisal Scheme
 |  |
| * Employee assistance scheme
 |  |
| *Check your online MyHR account is set up correctly(Queen Mary staff only):* |  |
| * Personal details
 |  |
| * Annual leave allowance added
 |  |
| * Line manager can access your details
 |  |
| **During your first month** |  |
| * Familiarise yourself with relevant documentation
 | You |  |
| * Spend time using JRMO website, Queen Mary and Barts Health intranets
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