

### Induction Checklist for New Members of Staff

[The points below should be covered in conjunction with your Induction Co-ordinator or Line Manager]

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
DATE STARTED: \_\_\_\_\_

TOPIC	STAGE			RESPONSIBILITY Person(s) responsible for helping you with this
	1st Day	Within 3 Weeks	Within 8 Weeks	

1. INITIAL RECEPTION				
Introduction to Department / Unit Staff and work area	<input type="checkbox"/>			
Documentation received from HR	<input type="checkbox"/>			
Introduction to 'Buddy/ Mentor' (if applicable)	<input type="checkbox"/>			

2. ADMINISTRATION				
Signed contract to Human Resources	<input type="checkbox"/>			
Bank Account details to Finance	<input type="checkbox"/>			
Birth Certificate/Passport to HR	<input type="checkbox"/>			

## Induction Checklist for New Members of Staff - page 2

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	1st Day	Within 3 Weeks	Within 8 Weeks	

<b>3. THE DEPARTMENT</b>				
Who's Who	<input type="checkbox"/>			Arranged in conjunction with induction buddy
Named induction buddy		<input type="checkbox"/>	<input type="checkbox"/>	
Facilities	<input type="checkbox"/>			
Organisation / Function / Objectives		<input type="checkbox"/>		
New Member of Staff's Role	<input type="checkbox"/>			
Standards of Performance <ul style="list-style-type: none"> <li>• Linked to objectives using appropriate section of ADR</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		
Departmental Rules / Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
Probation (if applicable)		<input type="checkbox"/>		

<b>4. INTERNATIONAL STAFF</b>				
<a href="#">LinkedIn Network</a>		<input type="checkbox"/>		Member of Staff
Staff Wellbeing and Benefits section of staff induction			<input type="checkbox"/>	Member of Staff

<b>5. OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>				
<a href="#">OHS Induction - Part 1 (Online)</a>		<input type="checkbox"/>		Member of Staff
<a href="#">OHS Induction - Part 2</a>		<input type="checkbox"/>		Arranged in conjunction with Line Manager or Departmental Safety Convenor
<b>Output 1:</b> Personal list of essential health and safety information		<input type="checkbox"/>		Arranged in conjunction with Line Manager or Departmental Safety Convenor
<b>Output 2:</b> Personal training schedule		<input type="checkbox"/>		Arranged in conjunction with Line Manager or Departmental Safety Convenor



## Induction Checklist for New Members of Staff - page 4

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	1st Day	Within 3 Weeks	Within 8 Weeks	

<b>7. UNIVERSITY POLICIES / PROCEDURES</b>				
Absence	<input type="checkbox"/>			
Equal Opportunities			<input type="checkbox"/>	
Discipline			<input type="checkbox"/>	
Grievance			<input type="checkbox"/>	
Drugs and Alcohol	<input type="checkbox"/>			
No Smoking	<input type="checkbox"/>			
<a href="#">Procurement Procedures</a>		<input type="checkbox"/>		
<a href="#">Information Security Policy</a>		<input type="checkbox"/>		
<a href="#">University Complaint Handling Procedure</a>			<input type="checkbox"/>	
<a href="#">Freedom of Information</a>			<input type="checkbox"/>	
<a href="#">Financial Regulations &amp; Policies</a>			<input type="checkbox"/>	
<a href="#">Other Policies, Procedures &amp; Guidelines</a>			<input type="checkbox"/>	

## Induction Checklist for New Members of Staff - page 5

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TOPIC	STAGE			RESPONSIBILITY Person(s) responsible for helping you with this
	1st Day	Within 3 Weeks	Within 8 Weeks	

<b>8. UNIVERSITY</b>				
History / Background			<input type="checkbox"/>	Attendance at New Staff Seminar
Structures			<input type="checkbox"/>	
Aims / Priorities			<input type="checkbox"/>	
Facilities			<input type="checkbox"/>	

<b>9. GENERAL</b>				
Introductions to contacts in other depts.		<input type="checkbox"/>	<input type="checkbox"/>	
Tour of campus - virtual			<input type="checkbox"/>	
Communications			<input type="checkbox"/>	
Knowing what goes on in the University			<input type="checkbox"/>	