**INDUCTION CHECKLIST**

The list below provides guidance on what new staff need to know and outlines typical things that need to be covered during your Induction. It can be discussed and used in conjunction with your line manager.

Not all items may be applicable to all staff; similarly there may be other activities or information that need to be added to the list. You may want to agree with your manager on this. If your department has its own Induction Checklist then this may be used in place of this form.

Please sign off and date each item when the activity has been completed or when you have the required information.

**Name ……………………….…. Institute/Section ……………………………………**

**Name of Manager …………………………………………..…………………………………….**

|  |  |
| --- | --- |
| 1. **HR/PAYROLL (first day)**
 | **Date completed** |
| * HR Document check meeting (all documents confirmed)
 |  |
| * ID card authorisation form
 |  |
| * P45 (if applicable) and bank details to payroll (if not already done)
 |  |
| * Introductory chat with payroll
 |  |
| 1. **INTRODUCTIONS (first few days)**
 | **Date Completed** |
| * Met your line manager / supervisor
 |  |
| * Met your induction colleague / buddy (if assigned one)
 |  |
| * Met your head of department
 |  |
| * Met your team members
 |  |
| * Met your departmental administrator / manager (if relevant)
 |  |
| * Met your mentor (if relevant)
 |  |
| 1. **ORIENTATION (first few days)**
 | **Date Completed** |
| * IT account – email, shared drives, approved software/hardware, mobile devices (if relevant)
 |  |
| * Staff ID card collected and functioning
 |  |
| * Work area(s) and equipment, eg telephone, photocopier, stationery
 |  |
| * Tour of relevant areas - tea and coffee area / water dispenser / common room / cloakrooms / pigeon hole & mail collection point / notice boards
 |  |
| * Work area security arrangements including out of hours access codes
 |  |
| * Campus facilities eg cafes, vending machines, shops, banking, sports
 |  |
| 1. **INDUCTION (first few weeks)**
 | **Date completed** |
| * Agreed induction programme
 |  |
| * Explanation of probationary process and its link to induction given
 |  |
| * Probation review form introduced and first part completed
 |  |
| * Identification and agreement of training needs to support induction
 |  |
| * Booked onto a Central Induction event
 |  |
| 1. **DEPARTMENTAL OPERATIONS AND PROCEDURES (first few weeks)**
 | **Date completed** |
| * Departmental objectives, function and plan
 |  |
| * Departmental organisation chart / staff lists
 |  |
| * Departmental calendar of events, including team meetings
 |  |
| * Departmental communications, including website
 |  |
| * Finance procedures and regulations, eg purchasing, expenses, travel
 |  |
| * Administrative systems eg booking rooms, ordering stationery
 |  |
| * Learning resources and staff handbooks
 |  |
| * Hours of work, time keeping and flexi-time
 |  |
| * Meal breaks and cover arrangements
 |  |
| * Part time working (if applicable)
 |  |
| * Annual leave and booking procedure
 |  |
| * Sick leave procedure and other absences
 |  |
| * Issues of confidentiality
 |  |
| * Access to technical / administrative / secretarial support
 |  |
| 1. **JOB ROLE (first few weeks)**
 | **Date Completed** |
| * Clarify job description (key duties, outputs, contacts, standards of work)
 |  |
| * How role fits into departmental and University objectives
 |  |
| * Agreed any role specific inductions that need to be attended
 |  |
| * Agree objectives for personal review
 |  |
| 1. **UNIVERSITY (first few weeks)**
 | **Date Completed** |
| * Introduction to SGUL website
 |  |
| * Log in to and familiarise yourself with MyWorkplace
 |  |
| * University communications – George’s Weekly
 |  |
| * Library membership
 |  |
| * Other sports and social facilities
 |  |
| 1. **MANDATORY TRAINING (first few weeks)**
 | **Date Completed** |
| * H&S
 |  |
| * Equality & diversity
 |  |
| * Information governance
 |  |
| 1. **PROBATION**
 | **Date Completed** |
| * Mid probation review completed (3 or 6 months)
 |  |
| * Final probation review completed (6 or 12 months)
 |  |
| * Probation confirmed
 |  |