

Induction Checklist

for Line Managers and New Staff



This checklist is designed to assist line managers and to ensure that new staff have been provided with all the necessary information and support for a successful introduction to the University. This will enable new staff to be productive at the earliest opportunity. It is intended to support the Faculty/Directorate/Unit induction procedures and to ensure corporate induction requirements are met in a timely manner.

Name	
Name of person responsible for overseeing induction activities	

Induction Checklist

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Before Start Date

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
About the University	About the University	HR email	
Our Values	Our Values	HR email	
University Structure		Horizon	
Information for new staff relocating from another area, or from outside the UK	Directgov	HR email	
Our Campuses	Campus Information	HR email	
Learning and Development Opportunities	Horizon Learning	HR email	
Familiarisation with terms and conditions of employment		HR email	
Creation of University email/portal login		Line manager/ILS	
Introductory meetings with key staff arranged		Line manager	
Identification where appropriate of initial Student Records Systems training to be undertaken: i.e. Banner	Banner Info	Line manager	
Nomination of person to be responsible for welcome and induction		Line manager	
'Buddy' allocation is arranged		Line manager	

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By End of First Day

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Welcome to the University and introduction to immediate colleagues	Information for new staff	Line manager	
Introduction to HR colleagues		HR	
Health and Safety Orientation (includes fire emergency procedure(s), fire alarms, exit routes, assembly points, fire risk summary information, fire wardens, first aiders, accident/incident reporting and referral to H&S Law document). Initiation of discussions on disability support / reasonable adjustments and a Personal Emergency Evacuation Plan (PEEP) if required. Smoking Policy.	H&S Induction Information for all Campuses H&S Induction presentation H&S Induction Video for Staff	Line manager	
HR and payroll documentation completed and returned		New staff member/line manager	
Orientation of campus and local amenities	Campus Information	Line manager	
Acquisition of University ID card	Obtaining Your Staff ID Card	New staff member/line manager	
Booked onto New Staff Welcome and Induction with Senior Leaders	Book via Horizon Learning	New staff member/line manager and HR email	
Sickness absence reporting arrangements	Managing Attendance and Wellbeing Policy and Procedure	Line manager	
Staff Wellbeing Hub (including Employee Assistance Programme)	Wellbeing Support for Staff	Line manager	
Staff car parking	Staff Car Parking	Line manager	

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By End of Second Day

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Date set for all probationary review meetings		Line manager	
Familiarisation with essential software packages		Line manager	
Campus bus and campus maps and business travel	<u>Travel and Transport</u>	Website (Line manager to support)	
Annual holidays, Christmas closure	<u>Useful dates</u>	Website (Line manager to support)	
Chaplaincy			
Staff Benefits: season ticket loans; computer loans; cycle loans; bike hire; eyesight tests; payroll giving; social clubs etc	<u>Information for new staff</u>	Website (Line manager to support)	
Academic Staff: Arrangements for supporting probation and blended learning Arrangements for enrolment on PG Cert (if applicable)	<u>Probation teaching support courses</u> for staff that are new to HE, teaching or the UK context. <u>Blended Learning</u>	Line manager	
Introduction to Library Services and enrolment	<u>Information and Library Services</u>	Line manager	
Familiarisation with Email and Internet Usage Policy	<u>E-mail and Internet Usage Policy</u>	New staff member	
Identification of any initial training needs	<u>Staff Development Hub</u> <u>Horizon Learning</u>	New staff member/line manager	
Reporting concerns under the University's 'Whistleblowing' Policy	<u>Whistleblowing (Public Interest Disclosure)</u>	New staff member/line manager	
Reporting Safeguarding concerns	<u>Safeguarding</u> (including Safeguarding Policy)	New staff member/line manager	

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By End of First Week

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Booked onto training for use of essential software	Banner Info	New staff member – endorsed by line manager	
Familiarisation with Inclusivity and Culture priorities including Equality and Diversity web pages, discussion of disability support/reasonable adjustments and University Staff Networks.	Equality and Diversity BAME Disability LGBT+ Women	Line manager	
Familiarisation with sustainability, including; net zero, reducing waste, protecting nature and if academic staff integrating it into your teaching and research. Contact the Sustainability Team or follow sustainability social media	Corporate sustainability website Sustainability strategy and policies. Net zero and energy saving Waste reduction and circular economy Our natural environments Sustainable Food (work done in our outlets) Sustainability in Research Hedgehog Friendly Campus	New staff member – endorsed by Line Manager	
Familiarisation with HR policies and procedures relevant to the role	HR Policies Procedures and Guidelines	Line manager	

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Essential Faculty/Directorate specific Health and Safety arrangements relevant to the role. Introduction to H&S Local Officer and DSE Assessor		Line manager, Local Safety Officer, DSE Assessor	
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By End of First Month

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Objectives set for probation with new staff member)	Horizon – probation checklist	Line manager	
Introduction to Organisation and People Development	Staff Development and Training	Line manager	
Academic Learning Enhancement Summary and Events	Events Academic Learning Enhancement Information		
Bribery Prevention	Anti-Bribery Policy		
Digital Accessibility	Digital Accessibility		
Health and Safety	Health and Safety Policy		
Records Management and Information Compliance	Records Management and Information Compliance		
Completion of Display Screen Equipment training and workstation self-assessment	DSE online training (single sign on via Portal) Self assessment	Line manager, Local Safety Officer, DSE Assessor	
Completion of Fire Safety Awareness Training	FireRite fire safety training (single sign on via Portal)		
Procurement processes and financial regulations	Finance Financial Regulations	Line manager	
Room Booking System		Line manager	
Introduction to the University Portal	Portal Help	New staff member	
Familiarisation with corporate identity guidance	Our brand	Line manager	
Academic/Research Staff only: Familiarisation with Researcher Development Framework (RDF). Self-assessment against RDF domains to identify where staff development is needed	Researcher Development Framework	New staff member	

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End of First Six Weeks

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Training completed in use of essential software		Line manager	

End of First Three Months

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
First probationary review meeting	Probation Policy and Procedure	Line manager/new staff member	
Academic/Research Staff Only: Research Integrity online training completed	Contact RETI-Training@gre.ac.uk for the online Research Integrity course details and access link	New staff member – Moodle module	

End of First Six Months

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
<u>Complete mandatory training including equality, diversity and inclusion course/s</u>	Mandatory and Essential Training Details	Line manager/new staff member	
Academic and Senior Management Staff: Second probationary review meeting	Probation Policy and Procedure	Line manager/new staff member	

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End of First Nine Months

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Academic and Senior Management Staff: Third probationary review meeting	Probation Policy and Procedure	Line manager/new staff member	

End of Probation Period

Activity	Web Link (where applicable)	Who is responsible and method of delivery	Date achieved and signature of new staff member (where applicable)
Final probationary review meeting and Probationary Form completed	Probation Policy and Procedure	Line manager/new staff member	
All essential training completed and noted on Probation Form. Passing probation is dependent upon completion of mandatory training including Equality, Diversity and Inclusion course/s.	Mandatory and Essential Training Details To access these courses use Horizon Learning	Line manager/new staff member	
Academic/Research Staff Only: Enrolment on staff development session(s) to address at least one domain of the Researcher Development Framework	Researcher Development Framework	Line manager/new staff member	