

LES Staff Induction Checklist - FOR PROFESSIONAL SERVICES

If you print this on a managed print printer you can print it double sided

To be completed for each new employee, returned to School Operations Manager when complete

Name:	Line Manager:	Date:	Signed as completed:
Department:	Location:		

Pre Arrival

	Lead	Tick
1 Welcome email to candidate - to include link to campus map, where to report to and time on first day including staff handbook	HoS PA/Line Manager	
2 Access to office and door sign	Building manager	
3 Induction meeting programme (with welcome email).	HoS PA/Line Manager	
4 Book new staff on any mandatory training courses	Line Manager	
5 Devise probationary objectives for new member of staff	Line Manager	

First day at work

	Lead	Tick
1 Meet and Greet- ID card, IT access (log in details), relevant policies and procedures (HR and Finance) at local level.	Ops Manager	
2 Tour, key, swipe card access and security arrangements.	Building manager/Line manager to arrange	
3 Local facilities (toilets, kitchen, etc)	Ops Manager/Line Manager	
4 Sickness reporting	Line Manager	
5 University Health & Safety policy & IT policy - see below for details	Line Manager	
6 Fire safety	Line Manager	
7 Data Compliance and Confidentiality agreement	Line Manager	

First week at work

	Lead	Tick
1 Discuss role/JD, include organisation charts, org chart, who's who, for each function.	Line Manager	
2 Hours of work, probationary periods, etc	Line Manager	
3 Staff Development and review process explained	Line Manager	
4 Absence request procedures (annual leave, appointments, etc)	Line Manager	
5 Book/alert staff to mandatory courses and give timescale for completion	Line Manager	
6 Information sources pointed out (e.g. notice boards, website, etc)	Line Manager	
7 Initial training needs identified and necessary actions taken	Line Manager	
8 Access to relevant shared files and systems requested and training dates agreed	Line Manager	
9* Meetings arranged with relevant managers/colleagues	Line Manager	
10 Complete University Equality and Diversity training	Line Manager	
11 Book onto PDR training (reviewer/reviewee)	Line Manager	
12 1:1's with managers/team diarised	Line Manager	

First month at work

	Lead	Tick
1 Probationary objectives for probation period and any other work related objectives that run up to their first PDR	Line Manager	

<https://intranet.birmingham.ac.uk/it/governance/policy/index.aspx>

<https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/management/hsmanagment.aspx>

* See reverse for suggestions

Courses that might be relevant

	Tick	
Mandatory Courses are:		
Fire safety training		https://intranet.birmingham.ac.uk/hr/wellbeing/worksafe/forms/Staff-and-students/firesafetytrainingnew.aspx
Data Protection Canvas		https://www.canvas.bham.ac.uk
Equality and Diversity		https://intranet.birmingham.ac.uk/collaboration/equality/training.aspx
PDR reviewer or Reviewee		https://intranet.birmingham.ac.uk/staff/development/index.aspx
Others:		
Recruitment & Selection		https://intranet.birmingham.ac.uk/staff/development/opportunities/Recruitment--Selection.aspx
Data Protection - POD		https://intranet.birmingham.ac.uk/staff/development/index.aspx
Central Induction programme		https://intranet.birmingham.ac.uk/staff/development/index.aspx
BIRMS training		Speak to your line manager
Proactis		Speak to your line manager
BOXI (to be organised locally)		Speak to your line manager
WCN		Speak to your line manager
Canvas		Speak to your line manager

People who the new person might want to meet

	Tick
Head of College	
Director of Operations	
School Operations Manager	
Head of School	
Head of Admin	
Head of Estates and Infrastructure	
Head of Education Services and Support	
Head of School PA	
Programme Manager	
Director of Education	
Director of Research	
Business Partner - Finance	
Business Partner - Research support	
Business Partner - Planning	
Business Partner - MarComms	
Business Partner - IT	
College Finance Manager	
College Health and Safety Manager	
Research Infrastructure Manager	
Deputy Head of Estates and Infrastructure	
Business Partner - Business Engagement	
School Buildings Manager	X