**New Staff Induction Checklists**

These two forms – the New Staff Induction Checklist and the Induction Training and Development Plan – are designed to ensure the employee receives the information and support required to help them to settle into their new role.

To be completed by the employee with the line manager.

 A copy of the completed form should be kept by the line manager.

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| School/Department |  |
| Start date |  |

|  |  |  |
| --- | --- | --- |
| **First day – People & OD set up** | Date | Initials |
| Visited People & OD Operations - completed starter documentation and ID checks |  |  |
| Provided bank details |  |  |
| Discussed pension options, understands Pension Choice and auto-enrolment requirements |  |  |
| Obtained Staff ID card |  |  |
| Visited Occupational Health (if required to) |  |  |
| Obtained copy of New Staff Induction and Information pack (sent with appointment letter) |  |  |

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| **First day – Department set up** | Date  | Initials |
| IT and email account set up – discussed [IT Acceptable Use SOP for staff](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=16221) |  |  |
| Telephone set up |  |  |
| Tour of building and facilities |  |  |
| Introduction to work colleagues |  |  |
| Introduction to key School/Faculty/Department contacts |  |  |
| Obtained names and contact details for key contacts in People & OD, IT helpdesk, etc.  |  |  |
| Completed [Health & Safety Induction Checklist](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13619) |  |  |

|  |  |  |
| --- | --- | --- |
| **First week – Department set up** | Date  | Initials |
| Discussed working hours, start and finish times, breaks |  |  |
| Shown facilities for breaks, meals, etc |  |  |
| Discussed school/department customs & practices, dress code, communication channels, social activities |  |  |
| Discussed job description, requirements and expectations  |  |  |
| Discussed policies and practices of particular importance to the area of work/school/faculty/department |  |  |
| Discussed probation arrangements, expectations, objectives and review dates |  |  |
| Identified initial training needs and completed Induction Training and Development Plan |  |  |
| Explained system for [Performance Development Reviews](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=41) and Personal Development Plans  |  |  |
| Explained sickness reporting procedures, who to contact, by when |  |  |
| Explained how to book annual leave, departmental rules / cover arrangements |  |  |
| Read and understood [Discipline](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=480) and [Grievance](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=840) Procedures |  |  |
| Read and understood [Equality and Diversity Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8361) |  |  |
| Discussed the University’s vision - [Our Future](https://www.staffnet.manchester.ac.uk/our-future/), understood the key objectives and the roles of key staff in the school/department |  |  |
| Attended the University Welcome Event (employee will receive booking details by email) |  |  |
| Completed the seven courses in [Essential courses for all new staff](https://online.manchester.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_73951_1&content_id=_14404683_1)  |  |  |
| Read and understood the University’s [financial rules and regulations](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=19459) and the [Code of Conduct for University staff (Ordinance XVIII)](http://documents.manchester.ac.uk/display.aspx?DocID=12072) |  |  |
| Read and understood the University’s [Fraud Response Plan](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=1743) |  |  |
| For research / teaching and research and experimental officers staff only:* Read and understood the [Code of Good Research Practice Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2804)
* Read and understood the [Code of Practice for Investigating Concerns about the Conduct of Research](http://documents.manchester.ac.uk/display.aspx?DocID=611)
* Completed the Research Integrity [online training](https://staffnet.manchester.ac.uk/rbe/ethics-integrity/research-integrity/)
 |  |  |

**Induction Training and Development Plan**

As a new member of staff or as someone who is changing roles you may have training and development needs to help you fulfil your potential in the new role. This form should be completed through discussion with your line manager and an agreed action plan put in place.

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| --- | --- |
| Name |  |
| Job Title |  |
| School/Department |  |
| Start date |  |

|  |  |  |
| --- | --- | --- |
| Identify any training needs below, together with agreed actions to address them | Target completion date | Review Date |
| Specific to the Role |  |  |
| Organisation skills, Administrative, IT  |  |  |
| Leadership, Management/Supervisory  |  |  |
| Customer Service |  |  |
| Health & Safety |  |  |
| Other |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature  | Date |
| Line Manager  |  |  |  |
| Employee  |  |  |  |