

NEW MEMBER OF STAFF: _____

START DATE: _____

JOB TITLE: _____

KEY: To be completed by line manager To be completed by new starter

1ST DAY IN POST

HR Induction	Date completed	Signed
Visited HR Services (2nd floor Simon) to do basic induction , completed starter documentation and ID checks		
Provided bank details		
Discussed pension options , understood Pension Choice and auto-enrolment requirements		
Obtained Staff ID card		
Visited Occupational Health (if required)		
Obtained copy of New Staff Induction and Information pack (sent with appointment letter)		
Local induction and housekeeping	Date completed	Signed
Link to RBSS induction page provided		
Tour of buildings and facilities: toilets, kitchen, common room, recycling points		
Details of door codes and local information around building access (meeting rooms, committee rooms, stationery room) and how to gain access to key buildings on campus		
Fire alarms and procedures: location of first aider and fire marshall lists, fire escapes and time of routine fire alarm test (Mondays at 8.35am)		
Introduction to work colleagues and copy of seating plan given		
Key contacts: HR (Fiona Coll & Sarah Lindop), ASK HR, IT helpdesk , Security, Estates & Facilities		
IT and email account set up discussed IT Acceptable Use SOP for staff		
How to connect to shared printer , use of swipe card to pull print jobs		
How to access shared drive and shared mailbox (if required)		
Telephone instructions – diverting to mailbox or to another user, transferring a call, call pick-up		

1st WEEK IN POST

Local induction and housekeeping	Date completed	Signed
Keys and security		
DSE questionnaire and information about lone working, out-of-hours access and accident reporting		
Working hours, start and finish times, breaks, flexible working , annual leave , cover arrangements and other types of leave , sickness reporting procedures - who to contact, by when		
Job description, requirements and expectations		
Identified initial training needs and completed Personal Development Plan (see p.3 below)		
Probation arrangements , expectations, objectives and review dates		
System for Performance Development Reviews and interim reviews		
School/department customs & practices, dress code, communication channels, social activities		
Team to forward relevant meeting dates (e.g. informal weekly catch up, social events, 121s with each person in team, regular fortnightly 121 with manager)		
Policies and practices of particular importance locally, e.g. Environmental Sustainability , 10,000 Actions		
The University's vision – Manchester 2020 and its impact on the Faculty of BMH - key objectives and roles of key staff in the school/department		
Pay day and wage slips		
How to apply for Expenses		
Parking and transport - sustainable travel options for travelling to, from and around campus		
Staff Support : Staff learning and development, Wellbeing, Staff Networks, Support for International Staff, Incident reporting, Workplace health, Counselling, DASS, Occupational Health		
Staff Benefits: Staff Discounts , Childcare vouchers , Travel loan scheme , etc		
Staff training and development opportunities , Manchester Gold , Volunteering , Sustainability Champions , Green Impact , funding for external qualifications & training , HEI seminars		
Read and understood Discipline and Grievance Procedures		
Read and understood Equality and Diversity Policy		
Attended the University Welcome Event (employee will receive booking details by email)		
Completed the Diversity in the workplace online training		
Completed the Protecting Information and the Data Protection online training		
Completed the Health & Safety online training and Health & Safety Induction Checklist (employee will receive details by email)		
Read and understood the University's financial rules and regulations and the Code of Conduct for University staff (Ordinance XVIII)		
Read and understood the University's Fraud Response Plan		

LIST OF KEY DOCUMENTS:

Please see our [Induction page](#) for more information and useful links. Your line-manager may also provide you with relevant documents specific to your role.

KEY MEMBERS OF STAFF TO MEET WITHIN 3 WEEKS OF START DATE (to be completed by line-manager):

MEMBER OF STAFF	LOCATION	DATE & TIME OF MEETING

PERSONAL DEVELOPMENT PLAN

Your line-manager will discuss this section with you at your induction meeting and this will be used to identify any training or development needs that are relevant to your post. A date will be set for you to complete the training (subject to availability of the course, where applicable).

SKILLS ALREADY ACQUIRED/TRAINING UNDERTAKEN RELEVANT TO ROLE	ADDITIONAL TRAINING AND DEVELOPMENT REQUIREMENTS	AGREED DATE

Progress of this section will be reviewed at a 6-weekly review meeting and thereafter at subsequent quarterly reviews.

	Name	Signature	Date
Line Manager			
Employee			