Library Induction Toolkit: for new colleagues

|  |  |
| --- | --- |
| New colleague’s name  |   |
| Job title  |  |
| Team  |  |
| Start date  |  |
| Induction period |  |
| Line manager |  |

Use this document to facilitate understanding and awareness of:

* Your new role
* Your immediate team and local working context
* The plan for your first weeks in post
* The wider Library and University, including processes, procedures, training, expectations and requirements
* Goals and expectations for the ‘probation’ or induction period\*

This is to support your first weeks in post to help you successfully complete your induction period. It is important you complete all required training for your new role. Some may work better at a later stage. Your manager will review your progress at regular intervals and will offer additional training and support if required.

**\*Probation period**All posts at the University are subject to probationary periods which vary in length depending on the grade of the role. Full details of probationary periods can be found in the [New Staff area on Staffnet](https://www.staffnet.manchester.ac.uk/people-and-od/new-staff/probation/). We know the term ‘probation’ can sound a bit daunting, so here in the Library we prefer to use the term “induction period”.

The University has a [Policy and Procedure on Probationary Arrangements for Support Staff](https://documents.manchester.ac.uk/display.aspx?DocID=20638) which provides further details about the purpose of the induction period. The University will send you a brief 8 week and 12 month new starters survey to help inform support for new colleagues.

Your line manager should outline this document to you in your first week, and you should use it throughout your induction period. The document outlines:

|  |  |  |
| --- | --- | --- |
| # | Item | Description |
| 1 | [Induction goals and expectations](#_Probation_goals_and)  | A summary of the key objectives for your first weeks and months in post, including milestones and measures of success, or how you’ll know when you’ve completed an objective. Your line manager will discuss any outstanding objectives with you at the end of your induction period, and arrange any further support and training post-induction for your ongoing professional development. |
| 2 | [Training and development plan](#_Training_and_development_1) | Details of training and development activities you need to complete your induction goals. |
| 3 |  [Induction schedule](#_Induction_schedule) | A schedule or plan for your first few weeks in post, including training, meetings with colleagues, reading, learning and reflection time, and work activities.  |
| 4 | [Induction checklist](#_Induction_checklist_1) | The University’s & Library’s official induction checklist containing all requirements related to People and Organisational Development (P&OD), IT access and training, role- and/or team-specific activities. You should take ownership of this checklist after your first day, working to complete all elements either independently or through discussion with your line manager. |

There is a notes space at the end of this toolkit for you to record your reflections, questions you wish to ask, or note down anything you wish to find out more about.

# Induction goals and expectations

*[Your line manager will prepare and share here once ready]*

This section is intended to set out the expectations and goals that you will be working towards during your induction period. Your line manager will prepare onboarding activities, training and work for your first weeks and months in post based on these expectations and goals and support you to work towards these. Some goals may be carried over to be worked on in the post-induction period, if agreed with your line manager.

EG Induction Month 1

|  |  |  |  |
| --- | --- | --- | --- |
| Element of role*(This can be taken from, but is not limited to, the job description role and person specification)* | Expectations*(What does this translate to in terms of performing/delivering the role?)* | Goals*(By the end of this induction month, I will be able to…)* | Completed*(Record with line manager’s initials and date of completion, or plan if agreed to roll over post-induction)* |
|  |  |  |  |
|  |  |  |  |
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EG Induction month 2

|  |  |  |  |
| --- | --- | --- | --- |
| Element of role | Expectations | Goals | Completed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add any further induction months/weeks days as required.*

# Training and development plan

*[Your line manager will prepare and share it once ready]*

This section of the toolkit is intended to support the identification of your training and development requirements in your first months in post, based on the [induction goals and expectations](#_Induction_goals_and) agreed between yourself and your line manager, as well as to ensure completion of mandatory University training.

|  |  |  |
| --- | --- | --- |
| Identify any training needs below, together with agreed actions to address them | Target completion date | Review Date |
| **University Essential Training (Mandatory)**Sign up to the University Mandatory Training via StaffNet: <https://www.staffnet.manchester.ac.uk/talent-development/essentials>* Health & Safety
* Fire Awareness for All
* Office Safety at UoM
* Data Protection & Cyber Security
* Diversity in the Workplace
* Unconscious Bias
* Disability Equity
* Sexual Harassment

The following training is also mandatory for all Library staff:* [LAOD150 Hidden Disabilities Sunflower Scheme](https://online.manchester.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_70844_1&content_id=_13548871_1) (online training course) see [further information](https://hdsunflower.com/)
* [TWP01 Widening Participation for Staff](https://app.manchester.ac.uk/training/profile.aspx?unitid=9382&parentId=183&returnId=183&returntxt=Return+To+Search&returnQs=%3fterm%3dwidening%26org%3d0%26typeId%3d2) (online training course)
* [Register of Interests (guidance)](https://www.staffnet.manchester.ac.uk/governance/register-of-interests/) (Grade 6 or above)
 | *Add Date*[ ] [ ] [ ] [ ]  |  |
| **Specific to the Role***Add any training requirements specific to the role* |  |  |
| **Organisation skills, Administrative, IT** * [Microsoft 365 Resources (All-Library-Staff Teams Channel)](https://teams.microsoft.com/l/channel/19%3Af6855e4029fa412fa3cd4acbe1f1f017%40thread.tacv2/M365%2520Digital%2520Champions?groupId=84639869-2453-4991-a453-1bef5cd2380b&tenantId=c152cb07-614e-4abb-818a-f035cfa91a77)
* [University Microsoft 365 Support Resources](https://www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/professional-and-technical-development/digital-skills/m365/)
 | [ ] [ ]  |  |
| **Leadership, Management/Supervisory** *If applicable to new colleague’s role** [P&DR Reviewer Guidance](https://app.manchester.ac.uk/training/profile.aspx?unitid=8575&parentId=4) (online training)

**Staff Management Forum (SMF)**New managers are automatically part of the Staff Management Forum networking group. Your manager will have arranged for you to be added to the Staff Management Forum distribution list or contact Pamela Morris to arrange.* [Staff Management Forum – Library StaffNet](https://www.staffnet.manchester.ac.uk/library/working-here/staff-groups/staff-management-forum/)
 | [ ] [ ]  |  |

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| **Health and Safety (In addition to Mandatory University Training)**All staff to make themselves aware of* [Library Health and Safety practices and procedures](https://www.staffnet.manchester.ac.uk/library/resources/incident-management/health-and-safety/)

All staff Grade 5 or higher must complete: * [TLCF101E Fire Marshalls Training (eLearning)](https://online.manchester.ac.uk/webapps/blackboard/execute/courseMain?course_id=_64080_1)

In addition, all managers are required to complete the following:* [THS1E University Health & Safety induction (eLearning)](https://app.manchester.ac.uk/training/profile.aspx?unitid=4721&parentId=4)
* [TLCO300 Principles of Risk Assessments (eLearning)](https://app.manchester.ac.uk/training/profile.aspx?unitid=7722&parentId=4)
 | [ ] [ ] [ ]  |  |
| **Other*** [EDI terminology and glossary guide](https://livemanchesterac.sharepoint.com/sites/UOM-LIB-All-Library-Staff/Shared%20Documents/Equity%2C%20Diversity%20and%20Inclusion/EDI%20terminology%20and%20glossary%20guide.pdf)
* [Library Get Started](https://www.library.manchester.ac.uk/get-started/) resources
* [An Introduction to Higher Education](https://www.training.itservices.manchester.ac.uk/staff/SLD/IntroductionToHigherEducation/content/index.html#/) (online training course)
* [TPDR02E Getting the best from your P&DR](https://app.manchester.ac.uk/training/profile.aspx?unitid=7097&parentId=4) (online training course)
* [TIC3 New Colleague Campus Tours](https://app.manchester.ac.uk/training/profile.aspx?unitid=10016&parentId=183&returnId=183&returntxt=Return%20To%20Search&returnQs=%3fterm%3dCampu%26org%3d0%26typeId%3d2)
 | [ ] [ ] [ ] [ ] [ ]  |  |
| **Working relationships across the Library – Deepening Understanding of our Services***Suggested colleagues to meet or details of arranged meetings will be included here* | [ ]  |  |

# Induction schedule

*[Your line manager will prepare this and share when ready]*

This section of the toolkit will detail the plan for your first days and weeks in post – meetings, training, activities and work you will undertake.

You can add to this schedule if you arrange meetings with colleagues, or book in training, etc. and /or transfer to our Outlook calendar once access is set up.

**EG Weekly Schedule**

**Week 1: Enter Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** Enter DateLocation Status | **Tuesday** Enter DateLocation Status | **Wednesday** Enter DateLocation Status | **Thursday** Enter DateLocation Status | **Friday**Enter DateLocation Status |
| **AM** | *Enter times and Activity* | *Enter times and Activity* | *Enter times and Activity* | *Enter times and Activity* | *Enter times and Activity* |
|  | **LUNCH** | **LUNCH** | **LUNCH** | **LUNCH** | **LUNCH** |
| **PM** | *Enter times and Activity* | *Enter times and Activity* | *Enter times and Activity* | *Enter times and Activity* | *Enter times and Activity* |

**EG Daily Schedule**

**Day 1: Enter Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Location** | **Activity** | **Relates to induction goal** |
|  |  |  |  |
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# Induction checklist

This section provides a reminder of essential and recommended actions, activities, and training you should undertake during the induction period. There are two checklists:

* Part 1: University’s central induction checklist (P&OD)
* Part 2: Library-specific

Your line manager will guide you through these checklists in your first week, and will advise you to consult them regularly to:

* Track completed activities and training activities
* Identify self-directed tasks for completion
* Inform your line manager of any outstanding items for further support

## Part 1: central University of Manchester induction checklist

* Please download via <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10318>

Please note: the central UoM induction checklist includes the prompt for a tour of buildings and facilities. This document can be used as needed to support this: [Main Library Tour](https://livemanchesterac-my.sharepoint.com/%3Aw%3A/g/personal/paul_ralphs_manchester_ac_uk/ERL_DP16HCVJtlN-VaOJo_0BEZ_nOR30iiYSvVqhCeBWWA?e=PH3YbB)

## Part 2: Library-specific induction checklist

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| --- | --- |
| **Key People**  | **Complete** |
| I am aware of the other teams in my Directorate |[ ]
| I am aware of other key teams across the Library, including Library Exec |[ ]
| My manager and I have discussed options for getting to know colleagues across the wider Library and ways to build relationships |[ ]
| **Induction** | **Complete** |
| I have received and discussed my induction plan |[ ]
| I have been given access to a laptop, desktop PC, or other equipment essential for me to complete my work |[ ]
| I have been made aware of the process for requesting supportive equipment such as a mouse mat or wrist rest |[ ]
| *(For colleagues who will spend any time working remotely)*I have read the University’s Homeworking Guidance<https://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/home_working>I have completed the DSE (display screen equipment) self-assessment survey for my home workstation<https://manchester.onlinesurveys.ac.uk/umldse>I have read the Library’s guidance on action required following completion of the above assessment[Link to Library Ways of Working Teams message](https://teams.microsoft.com/l/message/19%3A37f3d64182ba4f3cba14775b2488c669%40thread.tacv2/1644939339421?tenantId=c152cb07-614e-4abb-818a-f035cfa91a77&groupId=84639869-2453-4991-a453-1bef5cd2380b&parentMessageId=1644939339421&teamName=UOM-LIB-All-Library-Staff&channelName=Ways%20of%20Working&createdTime=1644939339421&allowXTenantAccess=false) via Library All Staff Teams area | [ ] [ ] [ ]  |
| *(for colleagues who spend time on-campus)*I have completed my workstation assessment[Link to DSE assessment survey](https://manchester.onlinesurveys.ac.uk/nbt8hhwjkx-11) | [ ]  |

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| I have discussed Equality, Diversity and Inclusion, and accessibility, with my line manager, who has noted any specific needs or requirements I have.I have been made aware of accessibility support and tools which are available to all staff, and relevant staff networks.[https://www.staffnet.manchester.ac.uk/disabled-staff-support](https://www.staffnet.manchester.ac.uk/disabled-staff-support/)<https://www.staffnet.manchester.ac.uk/equality-and-diversity>I have read and understood, or clarified any unclear aspects of, the Library’s [EDI terminology and glossary guide](https://livemanchesterac.sharepoint.com/sites/UOM-LIB-All-Library-Staff/Shared%20Documents/Equity%2C%20Diversity%20and%20Inclusion/EDI%20terminology%20and%20glossary%20guide.pdf) | [ ] [ ] [ ]  |
| I have been made aware of the Library’s Environmental Sustainability Action Plan <https://www.staffnet.manchester.ac.uk/library/working-here/staff-groups/environmental-sustainability/>  |[ ]
| **About the University** | **Date** |
| I have read the University’s Welcome to the University Guide[https://rise.articulate.com/share/V-IKr-kvD4hmd2bkZfUhhivhbqOQD5e3#](https://rise.articulate.com/share/V-IKr-kvD4hmd2bkZfUhhivhbqOQD5e3) |[ ]
| I have read the University’s New Staff Induction Information <http://documents.manchester.ac.uk/display.aspx?DocID=21130> |[ ]
| I have been informed of the University’s organisational structure<http://www.staffnet.manchester.ac.uk/departments> |[ ]
| I have read and understood the University:[Equality and Diversity Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8361) (also covered in central University induction toolkit checklist)[Dignity and Study at Work Policy](https://www.staffnet.manchester.ac.uk/equality-and-diversity/policies-and-guidance/dignity-at-work-and-study/)[Report and Support](https://www.reportandsupport.manchester.ac.uk/) system for reporting harassment, discrimination or hate. | [ ] [ ] [ ]  |
| I have been made aware of Staffnet and eUpdate |[ ]
| I have been made aware of the University Talent Development team’s webpages<https://www.staffnet.manchester.ac.uk/talent-development/>  |[ ]
| I have been made aware of the University Talent Development team’s Digital Learning Hub<https://www.staffnet.manchester.ac.uk/talent-development/learning-and-professional-development/digital/>  |[ ]
| I have been made aware of the online campus map<http://www.manchester.ac.uk/discover/maps/interactive-map> |[ ]
| I have been made aware of Sports and Wellbeing activities<https://www.staffnet.manchester.ac.uk/wellbeing> |[ ]
| **About the Library** | **Date** |
| I have been informed of the Library organisational structure[https://www.staffnet.manchester.ac.uk/library/people/#](https://www.staffnet.manchester.ac.uk/library/people/)  |[ ]
| I have read the Library’s strategy<https://www.library.manchester.ac.uk/about/imagine-2030> |[ ]
| I have read the Library's Get Started information <https://www.library.manchester.ac.uk/get-started> |[ ]
| I have been made aware of Professional Services’ Hybrid Working Framework, and my team’s Working Together charter<https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/leave-working-arrangements/hybrid-working>Hybrid Working Framework: <https://documents.manchester.ac.uk/display.aspx?DocID=62416>[Team Working Together Charters](https://livemanchesterac-my.sharepoint.com/personal/lucinda_may_manchester_ac_uk/_layouts/15/onedrive.aspx?isAscending=false&id=%2Fsites%2FUOM%2DLIB%2DAll%2DLibrary%2DStaff%2FShared%20Documents%2FWays%20of%20Working%2FWorking%20Together%20Charters&listurl=https%3A%2F%2Flivemanchesterac%2Esharepoint%2Ecom%2Fsites%2FUOM%2DLIB%2DAll%2DLibrary%2DStaff%2FShared%20Documents&viewid=bf3d81b4%2Dfea6%2D4ee9%2Db8e7%2Dafe02dab3867&view=0) | [ ] [ ] [ ]  |
| I am aware of the Library intranet and how to access <https://www.staffnet.manchester.ac.uk/library> |[ ]
| I am aware of the Library All Staff Teams Space and the 365 Digital Champions Resources |[ ]
| I know how to book a space to work on campus<https://www.staffnet.manchester.ac.uk/library/resources/spaces/room-bookings> | [ ]  |
| I know where to find Library door key pad codes<https://www.staffnet.manchester.ac.uk/library/resources/spaces/room-bookings/>  | [ ]  |
| I have read the Health and Safety intranet page<https://www.staffnet.manchester.ac.uk/library/resources/incident-management/health-and-safety> |[ ]
| I have been shown where the fire exits are and understand the process to follow in the event of a fire alarm |[ ]
| I have been informed about Fire Marshal training  |[ ]
| I have been shown the staff room for the building/s I will regularly use |[ ]
| I have been added to the Library’s all staff mailing list |[ ]
| I have been given access to all relevant Library Microsoft Teams spaces and channels |[ ]
| I have set my Outlook calendar to ‘open’ |[ ]
| I have been made aware of All Staff meetings |[ ]
| I have been made aware of Library Update |[ ]
| I have been made aware of any relevant team/departmental blogs or social media |[ ]
| I have been made aware of the PDR process |[ ]
| I have been made aware of training and development opportunities |[ ]
| I have a lanyard and name badge |[ ]
| **About my team** |  **Date** |
| I have been informed about the team’s services and operational plan |[ ]
| I have been shown my team’s organisational structure[https://www.staffnet.manchester.ac.uk/library/people/#](https://www.staffnet.manchester.ac.uk/library/people/) |[ ]
| I have been informed of ongoing training and development in my role |[ ]
| I have been informed about 1-1 meetings |[ ]
| I have considered the team’s objectives  |[ ]
| I have been added to my team’s staff email list |[ ]
| I have been added to all relevant Microsoft Teams spaces and channels |[ ]
| I have been given access to relevant SharePoint sites |[ ]
| I have set up my email signature  |[ ]
| I have provided a photo for my intranet profile |[ ]
| I have been informed about directorate and team meetings |[ ]
| I have been informed about team social events |[ ]

**My notes**

*My reflections; questions I want to ask; or things I wish to find out more about*