

Induction Checklist

for Line Managers with Job shop employees and Casual Workers



This checklist is designed to assist line managers (or another nominated Faculty/Directorate individual) with the induction of Job Shop employees and casual workers. The checklist may also be adjusted to assist with induction of interns or those on work experience, or temporary agency workers and contractors. The checklist is designed to ensure that these individuals are given the information they need to support their introduction to the University.

The line manager is responsible for ensuring these individuals understand their responsibilities in the essential matters of health and safety, data protection and information security as well as behaviours around diversity and inclusion. The checklist should be supplemented with reading of relevant policies and completion of on-line training where appropriate.

Line managers should comply with the University's [Codes of Practice](#) to ensure new joiners are aware of their responsibilities with regard to data protection and information security.

Name	
Name of person responsible for overseeing induction activities	

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	People Directorate email	
Our Values and Behaviours	Our Values Our Behaviours	People Directorate email	
University Structure		People Directorate email	

Induction Checklist

for Line Managers with Job shop employees and Casual Workers



Our Campuses	Campus Information	People Directorate email	
Creation of University email/portal login		Line manager/ILS	
Introductory meetings with key staff arranged		Line manager	
Nomination of person to be responsible for welcome and induction/Buddy		Line manager	

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	
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 Video for Staff H&S Induction presentation	Line manager	
People Directorate 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	

Induction Checklist

for Line Managers with Job shop employees and Casual Workers



Sickness absence reporting arrangements	<u>Sickness Absence Policy and Procedure</u>	Line manager	
---	--	--------------	--

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)
Familiarisation with essential software packages		Line manager	
Campus bus and campus maps	<u>Travel and Transport</u>	Website (Line manager to support)	
Familiarisation with Email and Internet Usage Policy	<u>E-mail and Internet Usage Policy</u>	New staff member	
Identification of any initial training needs (inc. Moodle training to access training modules)		New staff member/line manager	
Familiarisation with Data Protection policy (plus on-line training where appropriate)	<u>Data Protection Policy</u> <u>Data Protection training</u>	New staff member/line manager	
Information Security Awareness	<u>Information Security training</u>	New staff member/line manager	

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)
Familiarisation with Equality and Diversity web pages, discussion of disability support/reasonable adjustments (and on line training where appropriate)	<u>Equality and Diversity</u> <u>Equality and Diversity Essentials</u>	New staff member/line manager	

Induction Checklist

for Line Managers with Job shop employees and Casual Workers



Familiarisation with Bullying and Harassment policy	<u>Policies Procedures and Guidelines</u>	Line manager	
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	
Completion of Display Screen Equipment training and workstation self-assessment	<u>Hybrid DSE training and self-assessment (single sign on via Portal)</u>	Line manager, Local Safety Officer, DSE Assessor	

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)
Health and Safety	<u>Health and Safety Policy</u>	New staff member	
Completion of Fire Safety Awareness Training	<u>Fire safety training (single sign on via Portal)</u>		
Records Management and Information Compliance	<u>Records Management and Information Compliance</u>	New staff member	
Introduction to the University Portal	<u>Portal Help</u>	New staff member	