



**QUEEN'S
UNIVERSITY
BELFAST**

SCHOOL OF
MATHEMATICS AND PHYSICS

Staff Starter Pack

Induction Process

Welcome to our School!



Stage 1 – Prior to employment starting

Responsibility	Details
HR People and Culture	<p>Appointment letter sent with appointments pack Appointments pack includes the following forms which must be completed and returned prior to start date:</p> <ul style="list-style-type: none"> • Acceptance of Post Form (usually received up to 5 days after offer made) • Medical Questionnaire (needed as soon as possible in case Occupational Health needs to see them. If they do, and appointment cannot be confirmed until Occupational Health gives the all clear – offer can, and has, been withdrawn at this stage) • New Staff appointment details (this goes to Salary Office and includes bank details etc) • Details in relation to pension (this goes to pension office) • Disclosure Certificate Application Form (needed approx. 4 weeks before start to allow for processing) • Staff Right to Work details (any time up to first day) • Evidence of qualifications (any time up to first day) <p>Please note, staff should be encouraged to complete and return all of the above prior to their start date. However many staff, especially those coming from outside Northern Ireland, will be unable to provide passport/visa information or original proof of qualifications until they arrive in the University which is often their first working day.</p>

Stage 2 – First day of employment

Responsibility	Details
	<p>If you require any assistance at all, please do contact the School Manager, Mrs Teresa Cotton mpmanager@qub.ac.uk or PA to Head of School, Mrs Jennifer McKee mp@qub.ac.uk .</p> <p>Keep in mind our monthly School Get Together – As we are such a large and widespread School with over 140 staff, this event is intended to bring us all together in a relaxed social space, of course, hospitality is provided.</p>
School Manager	<p>Will have assigned you workspace, allocated the appropriate buildings access and ensured that you are on the School Establishment.</p> <p>Will give you access to the School SharePoint site and the issued direct to you the Staff Welcome Handbook.</p> <p>Will give you the Health and Safety Induction Pack</p> <ul style="list-style-type: none"> • H&S Handbook • H&S Staff Online Training Form • H&S Check List • H&S Flyers

<p>Line Manager</p>	<p>Meet and welcome the new member of staff.</p> <p>If they have not already done so, ensure that all new starts make an appointment to visit HR People and Culture on their first day of their start date may be delayed. Please note there will be no back payment of salary until this appointment has taken place.</p> <p>Explain support resources (People and Culture website / Staff Training resources etc).</p> <p>Completion of Health and Safety Training / Induction Pack Health and Safety Induction Pack</p> <p>Explain workplace specific Health and Safety arrangements – what to do in the event of an accident/near miss incident, explain first aid arrangements and any other specific health and safety related arrangements.</p> <p>Explain any meetings they are required to attend.</p> <p>Outline all Mandatory training course requirements to be completed on QOL in the first week of employment.</p> <p>Please note, it is School policy to withdraw all purchasing / traveling privileges for non-compliance until completed.</p>
<p>HR People and Culture</p>	<p>It is important that on the first day of employment (in the morning if possible) that all new starts make an appointment to come into the People and Culture Department, Level 4, Administration Building. They will get their photo taken. If they do not provide Right to Work Details or evidence of qualifications on first day personnel are unable to put them on the system and start date will be delayed. There is no back payment of salary. (This happens quite often)</p> <p>If they have provided Right to Work Details or evidence of qualifications (or anything else that their employment might be subject to) prior to their start date their staff card will be issued that day. However if they are just providing Right to Work Details or evidence of qualifications on the start day then staff card cannot be issued until the next day. The staff card will give them access to Library, access buildings, PEC etc.</p> <p>HR will ask them on first day to complete a form which will activate their email account. They have to bring/forward this form to the McClay Library. Staff should be encouraged to do this on first day as it can take up to 3 days for email to be activated.</p> <p>Many new starts do not complete and return New Staff appointment details or pension forms until their first day. If this is the case then they will have to leave forms in the Salaries Office (level 2 Administration Building) and Pension Office (level 3 Administration Building).</p>

Stage 3 – Within first month of employment

Responsibility	Details
Line Manager	<p>Background to the School</p> <ul style="list-style-type: none"> School mission and values <p><u>Appraisal Process</u></p> <ul style="list-style-type: none"> Training policy/programme/Personal Development Plans Overview of Process <p>Agree objectives using the appropriate appraisal form and identify any required training and development needs (with budget required).</p> <ul style="list-style-type: none"> <u>Health and Safety</u> and, First Aid Equal opportunities <u>Reporting of accidents and near miss incidents</u> IRIS System: Reporting of accidents and near miss incidents “IRIS” incident portal https://iris-production.ads.qub.ac.uk/ – First Aid arrangements (First Aid boxes and qualified first aiders) <p>Confirmation with your Line Manager that all Mandatory training course requirements have been completed on <u>QOL</u> Please note, it is School policy to withdraw all purchasing / traveling privileges for non-compliance until completed.</p> <ul style="list-style-type: none"> Workstation Risk Self-Assessment Form (DSE) – you will receive the form once you complete the online mandatory Health and Safety for Computer Users course. Workstation Risk Self-Assessment Form (DSE) - completed and submitted to mp.safety@qub.ac.uk
You	

Stage 4 – Within first three months of employment

Responsibility	Details
Line Manager	<ul style="list-style-type: none"> People and Culture Website for valuable information for employees and managers: http://www.qub.ac.uk/directorates/HumanResources/ Capability and other Performance Management Procedures – Capability/Discipline/Harassment/Grievance <u>SharePoint</u> Presence and Absence Guide Overview of the policy and procedure to be followed Staff Exit Policy Financial Matters Purchasing regulations and procedures

	Staff Travel Subsistence procedures
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Stage 5 – Within first six months of employment

Responsibility	Details
Line Manager	<p>Probation Probation is designed to provide new staff with a period of development and support to enable them to gain experience, with advice and guidance from managers, to be successful in their new role.</p> <p>Regular review of performance and progress towards stated objectives is carried out and recorded. Continue to hold regular review meetings with staff on 6 month probation to discuss progress with reference to timescales and objectives that have been set.</p> <p>Academic Probation Probation for Non Academic Staff</p> <p>Complete probation report and forward to School PA and Human Resources Business Partner.</p>
You	<p>Check that you have completed all the mandatory training requirements on QOL Workstation Risk Self-Assessment Form(DSE) – completed and submitted to mp.safety@qub.ac.uk</p>