

## Induction Checklist for New Starters

In order to provide a structured and well-planned induction for a new starter, Induction Coordinator\* should prepare a personalised induction programme. The following is an example of elements which might be covered:

\*The Induction Coordinator may be a line manager or another member of the team responsible for coordinating the appointee's induction

### Pre-Arrival

| Name of New Employee                | Induction Co-Ordinator*                                                                                                                                                                                                                                                                                                                                                                                            | Start date:           |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Action                              | Activity                                                                                                                                                                                                                                                                                                                                                                                                           | Responsible Person    |
| Communicate appointment             | Inform team of new start appointment and start date and add name to staff lists.                                                                                                                                                                                                                                                                                                                                   | Induction Coordinator |
| Confirm Staff Number                | Contact People and Culture for confirmation of staff number. This will allow you arrange access to building, set up email, telephone etc.                                                                                                                                                                                                                                                                          | Induction Coordinator |
| Prepare workspace and equipment     | Ensure a workspace is ready for the appointee and that all necessary equipment is in place e.g. PC and phone, including any adjustments required in relation to disability (if needed)                                                                                                                                                                                                                             | Induction Coordinator |
| Assign a buddy (if relevant)        | Assign a buddy to the new starter who should be briefed on their responsibilities. ( <a href="#">Induction Buddy Guidelines</a> )                                                                                                                                                                                                                                                                                  | Induction Coordinator |
| Send welcome email to new employee. | An email from a line manager prior to the new start starting can help build a relationship prior to the first day. You may want to include additional information that will help the new start prepare for their new position ( <a href="#">Sample Welcome Email</a> )                                                                                                                                             | Induction Coordinator |
| Prepare an Induction Programme      | Prepare an induction programme for the new employee based on this Induction Checklist. A number of induction programmes have been developed locally across the University: <ul style="list-style-type: none"> <li>• <a href="#">Maths &amp; Physics Staff Starter Pack</a></li> <li>• <a href="#">Maths &amp; Physics Staff Handbook</a></li> <li>• <a href="#">Information Services Staff Handbook</a></li> </ul> | Induction Coordinator |

|                                                 |                                                                                                                                                                                                                                                                                                                 |                     |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Pre-Employment Medical Assessment (if required) | Following receipt of pre-employment health questionnaire Occupational Health may need further information from the employee prior to confirming fitness. Depending on the nature of the proposed work, a new employee may be asked to attend Occupational Health for further assessment or health surveillance. | Occupational Health |
| Visit People and Culture                        | New starts are asked to complete any outstanding administration associated with appointment <b>prior</b> to start date, if practicable e.g right to work documentation, original qualifications, and bank details.                                                                                              | New Start           |

### **First Day**

| <b>Name of New Employee</b>             | <b>Induction Co-Ordinator*</b>                                                                                                                                                                                                                                      | <b>Start date:</b>    |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Action                                  | Activity                                                                                                                                                                                                                                                            | Responsible Person    |
| Visit People and Culture                | Collect staff card. Staff should carry their staff card at all times.<br><br>Please note a staff card will only be issued if all documentation associated with appointment has been completed.                                                                      | New Start             |
| Introduction – University and Work Area | Briefly outline Mission, Vision and Core Values and how work area fits into the wider University. A copy of department’s organisational chart and office seating plan will help the new start when it comes to making sense of the initial blur of names and faces. | Induction Coordinator |
| Introduction – The Team                 | Arrange for the new start to be introduced to other staff in the team/department                                                                                                                                                                                    | Induction Coordinator |
| Orientation                             | Show the new start the location of staff areas (e.g. kitchen/social areas and toilets) as well as local amenities (e.g. shops, post office, bank).                                                                                                                  |                       |
| Health and Safety                       | It is essential that new employees are made aware of fire safety procedures i.e. fire evacuation procedure, fire-training arrangements, timing of tests; accident reporting; location of nearest first aider.                                                       | Induction Coordinator |
| Culture of work area                    | Make new start aware of hours of work; procedures for booking annual leave; absence/sickness procedure; procedures relating to appointments during working hours (i.e. dentist); internet an e-mail etiquette/usage; parking policy; PERKS.                         | Induction Coordinator |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Mandatory Training Course | <p>Make new start aware of the requirement to complete the following on-line courses:</p> <ul style="list-style-type: none"> <li>• Health and Safety Essentials</li> <li>• Annual Fire Safety</li> <li>• Health and Safety for Computer Users</li> <li>• Secure Remote Working</li> <li>• Anti-fraud Awareness</li> <li>• Email Essentials</li> <li>• Freedom of Information</li> <li>• GDPR</li> <li>• Register of Interests</li> <li>• Think Difference, Act Differently</li> <li>• Unconscious Bias</li> </ul> | Induction Coordinator |
| Office Systems            | <p>Outline processes for using office equipment such as computer, telephone, voicemail, printer, photocopier etc</p> <p>Give overview of relevant systems e.g. QOL, QSIS, iTrent, QFIS, PLANON (where appropriate)</p>                                                                                                                                                                                                                                                                                            | Induction Coordinator |

### **First Week/Month**

| <b>Name of New Employee</b>           | <b>Induction Co-Ordinator*</b>                                                                                                                                             | <b>Start date:</b>               |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Action                                | Activity                                                                                                                                                                   | Responsible Person               |
| Probation                             | Ensure measurable targets are discussed and communicated in writing to the new start using relevant <a href="#">Probation Form</a> .                                       | Induction Co-ordinator           |
| Training                              | Identify training and development needs. It may be helpful to refer the Development Goals section of the relevant <a href="#">Personal Development Review (PDR) Form</a> . | Induction Co-ordinator/New Start |
| Monitor and Evaluate                  | Plan for ongoing regular review meetings in line with the relevant <a href="#">Probation Process</a>                                                                       | Induction Co-ordinator           |
| Mandatory Training Course             | Ensure all on-line mandatory training is completed                                                                                                                         | New Start                        |
| Attend Welcome and Orientation events | These sessions complement induction at local level. Staff will receive an invitation to the most appropriate event for their role.                                         | People and Culture               |
|                                       |                                                                                                                                                                            |                                  |

### **Useful Links**

[About Queen's](#)

[Staff Gateway](#)

[Reward and Benefits](#)

[Health and Safety](#)