**Professional Pathways Internship Induction Checklist**

**Name of Intern:** **Start Date:**

**Host Employer:**

Please conduct an induction in the first day of the internship. This list is not exhaustive, and you may wish to add points to this list or skip over depending on the nature of the role.

**Personnel documentation and information**

|  |  |
| --- | --- |
| Secondment Agreement signed and returned to the University |  |
| Emergency contact details provided to line manager |  |

**Health and Safety (includes COVID-19 issues)**

|  |  |
| --- | --- |
| **In the workplace or when working remotely** |  |
| Does the intern have health issues or a disability that will affect them when they work and you can support them with? |  |
| Break times |  |
| Reporting illness procedures |  |
| [Working with display screen equipment](https://www.hse.gov.uk/toolbox/workers/home.htm#dse) |  |
| [Stress and mental health](https://www.hse.gov.uk/toolbox/workers/home.htm#stress-mental-health) |  |
| **In the workplace only** |  |
| Reporting of accidents, incidents and disease (RIDDOR) |  |
| First Aid box and name and contact details of first aider |  |
| Emergency procedures (including fire) |  |
| Location of fire exits |  |
| Fire warden’s names |  |
| Personal protective equipment e.g. mask, visors and screens |  |
| Personal & workplace hygiene expectations e.g. use of hand sanitisers, sanitising their workspace |  |
| Equipment instructions |  |
| Hazard awareness and safety rules |  |
| Reporting of hazards |  |
| Manual handling |  |
| **When working remotely only** |  |
| [Lone working without supervision](https://www.hse.gov.uk/toolbox/workers/home.htm#Lone) |  |

**IT Access**

|  |  |
| --- | --- |
| Email signature |  |
| Share and request access to outlook (or equivalent) calendars with colleagues |  |
| Permission to access shared email inboxes |  |
| Grant access to shared folders, databases and other resources online |  |

**Getting to know your organisation**

|  |  |
| --- | --- |
| Introduction to the organisation and strategic plan |  |
| Introduction to the intern’s department and strategic plan |  |
| Organisational structure *e.g. Organigram* |  |
| Key policies the intern needs to know about  e.g. confidentiality, sustainability |  |

**Getting to know who the intern will be working with**

|  |  |
| --- | --- |
| Organisational structure explained, with names and contact details supplied for key people |  |
| Arrange to meet team members |  |
| Meet the senior Manager/Director |  |
| Identify key collaborators, partners and customers with names and contact details supplied |  |
| Arrange to meet key collaborators, partners and customers, where relevant |  |

**Expectations of how the intern will work**

|  |  |
| --- | --- |
| When is the intern available to work and what will their working pattern be? |  |
| How will the intern communicate to others when they are working e.g. add working hours into signature; add an ‘out of office’ message on their email; and/or enter working hours on a shared team calendar. |  |
| When will the intern be taking breaks, who needs to know this and how should this be communicated? |  |
| How you will stay in touch and who will organise this? |  |
| When work will be set and reviewed? |  |
| How will performance be measured and managed? |  |
| Where will the intern’s work will be stored and who has access to it? |  |

**Support and Training**

|  |  |
| --- | --- |
| Book in regular 1:1 sessions with line manager or relevant colleague |  |
| Who should the intern contact if they need help and their line manager is not available? |  |
| Assess training needs and review staff training available |  |

**Workplace orientation (If applicable)**

|  |  |
| --- | --- |
| Keys, codes and access to building |  |
| Space to take a break; prepare and eat food; access water and make hot drinks. Is there a milk kitty? |  |
| Toilets |  |
| Coat stand and/or lockers to store belongings in at work? |  |
| Workstation/desk. Is there a booking system? |  |
| PC or laptop access. Is this equipment password protected? |  |
| Filing, storage and supplies |  |
| Recycling and bins |  |
| Post |  |
| Photocopier/printer |  |
| Nearest shops |  |
| Phone system; who answers the phone; and phone protocol |  |