**Employee Name: Job Title: Ext No:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff involved in your Induction** | **Name** | **Job Title** | **Ext. No.** |
| **Induction Facilitator (IF)** |  |  |  |
| **Line Manager (LM)** |  |  |  |
|  |  |  |  |

**Welcome and Introduction**

**(Colleagues and work environment)**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Confirm IF/LM role in the induction process |  |  |
| Welcome & Introduction |  |  |
| Place(s) of work, address, keys and access, |  |  |
| Start and Finish Times |  |  |
| Assistance with access or other special requirements |  |  |
| Tour of building) |  |  |
| Fire exits |  |  |
| Explain First Aid procedures |  |  |
| IT Account Creation |  |  |
| Annual holiday Entitlement |  |  |
| How and when you are paid |  |  |
| Sickness Absence Code of Practice |  |  |
| Probation Requirements |  |  |
| Security Services |  |  |
| Explanation of the Performance Development Review process (PDR) |  |  |
| Relocation information (if applicable) |  |  |
| Travel |  |  |
| Campus maps and directions |  |  |
| University Minibus service |  |  |

**Documentation**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Personnel and payroll documentation – P45/P46, Contract, PD18 Salary payment details, Medical questionnaire, ID Check If staff member is an International staff member – sign post to International Staff web page |  |  |
| University ID card |  |  |
| IT user registration |  |  |
| Membership of Pension Scheme |  |  |
| Complete Application Forms - For access to SITS, EProcurement, Trent, etc. |  |  |
| Above and Beyond |  |  |

**Learning and Development**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Health & Safety Induction |  |  |
| Equality & Diversity Induction |  |  |
| University Induction |  |  |
| Where the employee manages others, ensure the new employee undertakes compulsory Recruitment and Selection training. |  |  |
| Where the employee manages others, ensure the new employee undertakes compulsory Performance Development Review training |  |  |
| Other Mandatory Training relevant to job role and College/ Professional Service requirements: i.e. Bribery Act, IT Security |  |  |
| Identification – Of any further specific safety training |  |  |
| Identification – Of any job specific legislative courses |  |  |
| For Research/externally funded staff (where applicable) Discuss any requirements/conditions relayed by the funder. |  |  |
| For Teaching Staff (where applicable) Make the new employee aware of the requirement to undertake the PCAP |  |  |

**Health, Safety and Wellbeing**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Mental Health & Wellbeing |  |  |
| H & S Management Structure |  |  |
| COSHH |  |  |
| Risk assessments |  |  |
| Describe LEV / fume hoods |  |  |
| Explain spillage |  |  |
| Manual Handling |  |  |  |
| Display Screen Equipment |  |  |  |
| Inoculation incidents |  |  |  |
| Lone Working |  |  |  |
| Radiation |  |  |  |
| Laser Safety |  |  |  |
| Work Equipment |  |  |  |
| PPE |  |  |  |
| RPE |  |  |  |
| Pregnant Workers |  |  |  |
| Field work |  |  |  |
| PEEP |  |  |  |

**Policies and Procedures**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Health and Safety Policy |  |  |
| Equality and Diversity - Dignity and Respect at Work |  |  |
| HR Policies and procedures |  |  |
| Terms and conditions of employment |  |  |
| Visual Identity – templates, rules of use of logo etc. |  |  |
| IT user registration |  |  |
| University Sustainability Policy |  |  |
| Parents and Carers |  |  |
| Trade Union membership |  |  |
| Records Management |  |  |
| Finance Policy |  |  |
| Procurement Services |  |  |
| University documents and policies |  |  |  |

**Your Job Role and Working Environment**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Access to photocopier |  |  |
| Useful contacts and how to find contact information.  Online lookup: - phone numbers, email |  |  |
| Use of telephones – etiquette on answering, Set up voice mail, Telephone User manual. |  |  |
| Outlook Email – signature, use of “My Exeter” , Set up out of office, Outlook Diary Management –sharing calendars, Generic Office/Service email addresses |  |  |
| SID |  |  |
| Mail arrangements / pigeon holes |  |  |
| Recycling and waste disposal facilities for building/work area |  |  |
| Campus Services Help Desk |  |  |
| Administration/Secretarial organisation of the Service |  |  |
| Outline any relevant shared resources and how to access them i.e. shared drive |  |  |
| College/Professional Service- specific localised induction information |  |  |
| Discuss role (go through job description/further particulars) and agree with Line Manager key objectives of role (record on appraisal document) within 3 months |  |  |
| Identify date with Line Manager of first probation review |  |  |

**Organisation**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| History of the University |  |  |
| Profile of the University |  |  |
| University Mission, Vision and Values |  |  |
| University Corporate Plan – Strategic Plan |  |  |
| University Management Structure - How the University Works – Governance, Council, Senate |  |  |
| Aims of your College/Professional Service University |  |  |
| University Calendar |  |  |

**Communication Systems**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Jargon Buster |  |  |
| Staff Notice Boards |  |  |
| Meetings 1:1 and Team |  |  |
| Weekly Newsletter, Team Brief and Staff Events |  |  |
| Intranet College/Professional Service |  |  |
| Talks |  |  |
| Distributions Lists i.e. intcomsec |  |  |

**Facilities/Useful Information**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Information on shops/banks and places to eat |  |  |
| Virtual Tours:- Streatham, St Luke’s Campus & Cornwall Campus |  |  |
| Sports facilities: Exeter and Penryn |  |  |
| Library |  |  |
| Childcare |  |  |
| Staff Social Areas |  |  |
| Students Guild |  |  |
| Multi-faith Chaplaincy |  |  |
| Local Exeter/Cornwall Information |  |  |
| Staff Life: staff and PGR groups (social, sporting, etc.), activities and discounts |  |  |

**Induction Evaluation**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| Complete mandatory evaluation of induction form. |  |  |

**Three Months On**

|  |  |  |
| --- | --- | --- |
| ACTIONS | NOTES | (Tick when completed) |
| IF to meet with new employee |  |  |