**Internship Induction Checklist**

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

**Employer:**

Please conduct an Induction in the first week of employment. This list is not exhaustive, and you may wish to add points to this list. If your intern is a full-time GBP working at the University please use the standard [university induction process](http://www.exeter.ac.uk/induction/process/) instead.

**Personnel documentation and information**

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| --- | --- |
| If you have not done so already check Right to Work (RTW) evidence. Interns cannot legally begin work without presenting their RTW. Please follow the [Guidance to Verify Right to Work (RTW) Evidence for UoE Interns](https://www.exeter.ac.uk/media/universityofexeter/careersandemployability/internshipsandmentoring/Guidance_to_Verify_Right_to_Work_%28RTW%29_Evidence_for_UoE_Interns.docx). |  |
| Internship Agreement signed and returned to the University |  |
| Contract of Employment and other payroll information signed returned to employer (GBP/SBPs only-not applicable to SCPs) |  |
| eClaims set-up process by SCP intern and line manager- see last email for details (SCPs only) |  |
| Pay day information e.g SCP payday information: https://www.exeter.ac.uk/staff/employment/tempworkers/eclaims/payrolldeadlines/ |  |
| Emergency contact details provided to line manager |  |

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

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| **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? |  |
| Hazard awareness and safety rules |  |
| Reporting of hazards |  |
| Emergency procedures (including fire) |  |
| Location of fire exits |  |
| Fire warden’s names |  |
| Reporting of accidents, incidents and disease (RIDDOR) |  |
| First Aid box and name and contact details of first aider |  |
| 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** |  |
| Personal protective equipment e.g. mask, visors and screens  |  |
| Personal & workplace hygiene expectations e.g. use of hand sanitisers, sanitising their workspace |  |
| Equipment instructions  |  |
| Manual handling |  |
| **When working remotely only** |  |
| [Lone working without supervision](https://www.hse.gov.uk/toolbox/workers/home.htm#Lone) |  |

**IT Access and Staff Card**

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| --- | --- |
| IT support – details of who to contact e.g. at the University it is Exeter IT |  |
| Create a staff IT account e.g. For SCPs line managers request an eClaims IT account or Associate account.  |  |
| Laptop allocation (where possible) and passwords |  |
| Email signature |  |
| Share and request access to outlook (or equivalent) calendars with colleagues |  |
| Permission to access shared email inboxes. For SCP line managers to request through Exeter IT. |  |
| Grant access shared folders, databases and other resources online. |  |
| Staff Card. For SCPs will need a staff card if accessing workspaces and for staff photocopying. Details on how to get a staff card can be found here: https://www.exeter.ac.uk/sid/unicard/ |  |

**Getting to know your organisation**

|  |  |
| --- | --- |
| Introduction to the organisation and strategic plan e.g.[*http://www.exeter.ac.uk/about/vision/about/*](http://www.exeter.ac.uk/about/vision/about/) |  |
| Introduction to the intern’s department (or college/service) and strategic plan |  |
| Organisational structure *e.g. Organigram* |  |
| Key policies the intern need to know about e.g. confidentiality [*www.exeter.ac.uk/staff/employment/conditions/terms/other/*](http://www.exeter.ac.uk/staff/employment/conditions/terms/other/)sustainability [*http://www.exeter.ac.uk/sustainability/*](http://www.exeter.ac.uk/sustainability/) Here is a full list of the University’s HR policies:<https://www.exeter.ac.uk/staff/employment/hrpoliciesatoz/c-d/> |  |

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

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| --- | --- |
| 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**

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| 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 your 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**

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| Book in regular 1:1 sessions with line manager. We recommend daily catch-ups during the induction period or if the intern is working remotely. Then if in the workplace with other team members, 1:1 catch-ups with line mangers can reduce in frequency, depending on the intern’s need for direction, decision making and information. |  |
| Who should the intern contact if need help and their line manager is not available?  |  |
| Assess training needs and review staff training available |  |
| Read “Making the most of your internship” guide emailed to intern by the University |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Prevent Duty

By [logging to LearnUpon](https://exeter.learnupon.com/saml/init/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Diversity and Inclusion in Higher Education

By [logging to LearnUpon](https://exeter.learnupon.com/saml/init/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Health and Safety Introduction

By [logging to LearnUpon](https://exeter.learnupon.com/saml/init/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Information Governance

By [logging to LearnUpon](https://exeter.learnupon.com/saml/init/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Introduction to your COVID-19 Secure Workplace

By [logging to LearnUpon](https://exeter.learnupon.com/saml/init/) using Staff IT account details. |  |

**Workplace orientation (If applicable)**

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| --- | --- |
| 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/pr lockers to store belongings in 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 |  |