A close up of a logo

Description automatically generated **New Starter Induction Checklist**

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| --- | --- | --- | --- |
| **Name:** |  | **Manager:** |  |

**Remote working key - These categories are indicative only and you may need to adapt for the new starter’s role/area:**

Yes This should be achievable remotely using email, Connected, Microsoft Teams, SharePoint etc. as appropriate

\* This can be arranged in advance, but some elements will need to wait for the new colleague’s presence on site

\*\* This will have to take place on-site (e.g. arranging desk/seating, campus tour)

\*\*\* This may need to be done remotely **or** take place on-site. This depends on the member of staff’s existing capacity to work from home, the specifics of the role etc. (e.g. ordering laptop/phone)

| **Item** | **Person responsible** | **✓** | **Remote?** |
| --- | --- | --- | --- |
| **Before you start** | |  |  |
| *You should receive and read the following:* | Human Resources |  |  |
| * Contract |  | Yes |
| * Pension information |  | Yes |
| * Job description |  | Yes |
| * Terms & Conditions of employment |  | Yes |
| *You should sign and return any outstanding HR documents:* | You |  |  |
| * Contract |  | Yes |
| * Medical health questionnaire (Occupational Health) |  | Yes |
| * Personal Details form |  | Yes |
| * Proof of eligibility to work in the UK |  | Yes |
| * P45 from previous employer, or completed P46 |  | Yes |
| *Your manager will contact you by phone or email, including:* | Line Manager/ Supervisor |  |  |
| * Where to report to and who to ask for on your first day |  | Yes |
| * The dress code or uniform for your role (as relevant) |  | \* |
| *Your manager will make sure that you’ll have everything you need, including:* |  |  |
| * Desk, storage and seating (as needed; some colleagues will be hotdesking in Department W, for example) |  | \*\* |
| * ITS user account and email via [New Starter Request](https://www.its.qmul.ac.uk/support/self-help/it_user_account/new-starter/) ticket on the [ITS Helpdesk](https://helpdesk.qmul.ac.uk/QMULServiceDesk.BridgeIT) , which includes:   + E-mail and Windows login   + Hardware (e.g. laptop)   + QMPlus account   + MyHR access   + Software and system access   + Read/write access to shared mailboxes and room booking calendars as needed   It is possible to copy the account permissions of another member of staff with a similar role. A request for an IT account should be made at least 1 week before the start date, or 4 weeks if new hardware is needed. |  | Yes |
| * Listing on the Staff Directory (via [Directory Administration](http://update.dir.qmul.ac.uk/)) |  | Yes |
| * Listing on the departmental website (as required) |  | Yes |
| * An email to let your colleagues know you are starting |  | Yes |
| * Handover notes or meeting as relevant |  | Yes |
| **On your first day** | |  |  |
| *Your manager will give you/arrange:* | Line Manager and/or  † Health & Safety departmental contact |  |  |
| * **Hybrid working:** A ‘face-to-face’ meeting or virtual coffee morning with your team (this may need to be divided into smaller meetings as availability allows) |  | Yes |
| * An induction buddy to help you settle into your team |  | \* |
| * Details of emergency procedures or health and safety checklist† |  | \* |
| * Information on risk and accident reporting† |  | Yes |
| * Other health and safety information† |  | Yes |
| * A campus map |  | Yes |
| * An email/phone list for key contacts, e.g. dept/HR/payroll |  | Yes |
| * An organisation chart and/or seating map of the office |  | Yes |
| *Your manager will confirm:* | Line Manager |  |  |
| * Working arrangements (breaks, start time etc.) |  | Yes |
| * Contact details |  | Yes |
| *You will have a tour of key locations:* | Induction Buddy/Line Manager/Team Leader |  |  |
| * Department, including safety & security features |  | \*\* |
| * Facilities for making refreshments |  | \*\* |
| * Toilets (and showers) |  | \*\* |
| * Obtain security pass from security office – taking completed Application for Staff ID form, provided by HR |  | \*\* |
| * Identify eating places on campus |  | \*\* |
| * Identify other useful services (library, Senior Common Room, shop, bank) |  | \*\* |
| **During your first 1-2 weeks** | |  |  |
| * Check the [current DSE guidance](http://www.hsd.qmul.ac.uk/a-z/dse_eye-care/) on working from home and adjust as needed | You |  | Yes |
| * Check your PC, email and phone have been set up |  | Yes |
| * **Hybrid working:** Arrange introductory meetings over Microsoft Teams for team members and other close contacts |  | Yes |
| * **Hybrid working:** Arrange regular catchups with your ‘probation buddy’ to make time to ask questions, etc. |  | Yes |
| * **Hybrid working:** [Hybrid Working Support](http://www.profdev.qmul.ac.uk/what-we-offer-/hybrid-working-support/) |  | Yes |
| *Explore the HR website to find out more about:* | You |  |  |
| * [Salary](https://hr.qmul.ac.uk/workqm/paygradingrewards/) and [pension](https://hr.qmul.ac.uk/workqm/pensions/) arrangements |  | Yes |
| * Season [Ticket Loans](http://hr.qmul.ac.uk/media/hr/forms/pay/Season-Ticket-Loan-Application-Form-November-2015.pdf) and [Parking](http://www.security.qmul.ac.uk/parking/) at Queen Mary |  | Yes |
| * [Appraisal Scheme](http://www.hr.qmul.ac.uk/procedures/appraisal/) |  | Yes |
| * [Trade Unions](http://hr.qmul.ac.uk/workqm/unions/) |  | Yes |
| * [Employee assistance programme](https://hr.qmul.ac.uk/wellbeing/workplace-support/employee-assistance-programme/) and other [sources of support](https://hr.qmul.ac.uk/wellbeing/workplace-support/) |  | Yes |
| * [Equality, Diversity & Inclusion](https://hr.qmul.ac.uk/equality/) and [Staff Networks](https://hr.qmul.ac.uk/equality/staff-networks-/) |  | Yes |
| *Check your online* [*MyHR account*](http://hr.qmul.ac.uk/myhr/) *is set up correctly:* | You |  |  |
| * Personal details |  | Yes |
| * Annual leave allowance added |  | Yes |
| * Line manager can access your details |  | Yes |
| *You’ll be introduced to departmental procedures as they apply:* | Administrative Support |  |  |
| * Administrative support available |  | Yes |
| * Printing and photocopying |  | \*\* |
| * Obtaining stationery |  | \*\*\* |
| * Recycling and waste disposal (include confidential waste) |  | \*\* |
| * Post, telephone answering and voicemail |  | \*\*\* |
| * Security procedures and office keys |  | \*\* |
| * Email, calendars, file storage, Wi-Fi, Intranet and Internet use |  | Yes |
| * Sharing calendars and mailboxes |  | Yes |
| * Guidance on a suitable email signature format |  | Yes |
| * Room bookings |  | \*\*\* |
| * Use of flexitime and recording if applicable |  | Yes |
| * Travel booking, expenses & petty cash procedures (referring to [Finance forms and policies](http://qm-web.finance.qmul.ac.uk/financeforms/)) |  | Yes |
| * Check if you are trained as a first aider/fire marshal and add you to list if applicable |  | \* |
| * Visitors (reporting, signing in, temp pass & Wi-Fi access) |  | \* |
| *You’ll find out more about your department:* |  |  |
| * Introductions to your colleagues and who does what |  | Yes |
| * Meet your department’s director (maybe later, as a group) |  | Yes |
| * Information on the team structure |  | Yes |
| * Departmental strategic aims |  | Yes |
| * Communications and meetings (team and department) |  | Yes |
| *You’ll get more information on your role:* | Line Manager to arrange |  |  |
| * Main duties and responsibilities |  | Yes |
| * Training and development needs for your role and the plan/timeframe for you to meet them |  | Yes |
| * Schedules, timetables and rotas that you will observe |  | Yes |
| * Absence reporting |  | Yes |
| * Discuss the probation process; set first objectives and review dates |  | Yes |
| * Plan for any work shadowing you will do to learn processes and procedures relevant to your role |  | \*\*\* |
| * Check you have booked your place on the QMUL Welcome Event (or [book online](https://cpd-training.qmul.ac.uk/course/view.php?id=218)) |  | Yes |
| * Arrange 1-to-1 meetings at a frequency that works for you both |  | Yes |
| **During your first month** | |  |  |
| * Explore [SYMPA lists](https://www.lists.qmul.ac.uk/) and ensure that you are added to the mailing lists to receive alerts for your own building or department, All Staff etc. |  | Yes |
| * Familiarise yourself with the [ivanti IT Helpdesk](https://servicedesk.qmul.ac.uk/) and ticket raising system |  | Yes |
| * Complete [mandatory training](http://www.profdev.qmul.ac.uk/what-we-offer-/mandatory-training/), including [Health & Safety](http://www.hsd.qmul.ac.uk/training/) and any mandatory training specific to your role or area (as agreed with your line manager) |  | Yes |
| * Book other necessary training for your role (e.g. data protection) as needed |  | Yes |
| **More information and useful links are available on the Organisational & Professional Development** [**Induction**](http://www.profdev.qmul.ac.uk/what-we-offer-/types-of-training/induction/) **page.** | | | |

**New Starter Induction Checklist – Area Specific**

**Line Manager to complete/expand as needed**

**Tasks to consider:**

* Are there any inductions specific to the area the new starter will be working in (e.g. Department W)?
* Is there any specific training they’ll need, e.g. laboratory safety?
* What additional software/systems does the new starter need access to?
* Who do they need to meet outside your immediate team, and when?
* What specific processes and procedures do they need to know about and/or be trained to use?
* Where can they find the resources they’ll need to do their work?
* Are there any informal activities (e.g. a monthly team lunch) they’ll need inviting to?

| **Item** | **Person responsible & Notes** | **✓** | **Remote?** |
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| **Before you start** |  |  |  |
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| **On your first day** |  |  |  |
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| **During your first 1-2 weeks** |  |  |  |
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| **During your first month** |  |  |  |
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**Useful Links & Resources**

**IT Systems** (log in using QMUL credentials)

[MyHR](http://hr.qmul.ac.uk/myhr/)

[QMUL Webmail](https://mail.qmul.ac.uk)

[CPD Training: Course booking system and e-learning platform (staff only)](https://cpd-training.qmul.ac.uk/)

[Room bookings](https://webroombookings.qmul.ac.uk/) (room plans and photos available on [Timetabling Support site](http://www.timetablingsupport.qmul.ac.uk/plans/))

[IT and Estates helpdesk](https://helpdesk.qmul.ac.uk/QMULServiceDesk.BridgeIT#/logon) ([Introduction to IT Services](https://www.its.qmul.ac.uk/media/its/documents/supportdocuments/induction-slides-staff/ITS-induction-pack-for-QM-Staff_2020to2021.pdf))

**Human Resources**

[Working at Queen Mary](http://hr.qmul.ac.uk/workqm/) (including pay, staff benefits, pension, Trade Union information etc)

[Policies & Procedures](https://hr.qmul.ac.uk/procedures/)

[Equality](https://hr.qmul.ac.uk/equality/) (including charter marks, governance, and staff networks)

[Wellbeing](https://hr.qmul.ac.uk/wellbeing/)

**Information & Resources**

[QMUL Connected (Intranet)](http://connected.qmul.ac.uk/)

[Campus maps](https://www.qmul.ac.uk/about/howtofindus/)

[Staff Directory](http://www.dir.qmul.ac.uk/)

[Who’s who of departments](https://www.qmul.ac.uk/about/whoswho/departments/)

[Organisational & Professional Development](http://www.profdev.qmul.ac.uk/)

[Queen Mary Academy](https://www.qmul.ac.uk/queenmaryacademy/)

[E-Learning Unit](https://elearning.qmul.ac.uk/)

[Health & Safety Directorate](http://www.hsd.qmul.ac.uk/)

[SharePoint guides](https://www.its.qmul.ac.uk/support/digital-workplace/sharepointguide/)