 **New Starter Induction Checklist:
Remote Working**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 (or information provided) in advance, but some elements will need to be postponed until staff return to the office (e.g. booking a later Welcome Event)

\*\* This may need to be postponed until after a return to the office (e.g. arranging desk/seating, campus tour)

\*\*\* This may need to be done remotely **or** postponed until a return to the office. 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 & Notes** | **✓** | **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 |
| * Welcome Event invitation
 |  | \* |
| *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
 |  | 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 for your role
 |  | \* |
| *Your manager will arrange your workspace, including:* | Line Manager to request **Note:** The New Starter Request ticket includes:* E-mail and Windows login
* Hardware (e.g. laptop)
* QMPlus account
* Location of nearest printer and printing requirements

It is possible to copy the account permissions/access of another member of staff with a similar role. |  |  |
| * Desk, storage and seating
 |  | \*\* |
| * ITS user account and email (via New Starter Request ticket on [ITS Helpdesk](https://helpdesk.qmul.ac.uk/QMULServiceDesk.BridgeIT) – see notes to right)
 |  | Yes |
| * Read/write access to shared mailboxes and room booking calendars as needed (via ITS ticket)
 |  | Yes |
| * Access to other systems as necessary e.g. Unit4 (Agresso)
 |  | Yes |
| * Listing on the Staff Directory (via [Directory Administration](http://update.dir.qmul.ac.uk/))
 |  | Yes |
| * Telephone and extension number (via ITS ticket)
 |  | \*\*\* |
| * Any required stationery
 |  | \*\*\* |
| * Any specialist equipment or software required
 |  | \*\*\* |
| * 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 contactLine Manager and/or† Health & Safety departmental contact |  |  |
| * **Remote 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 |
| * A probation buddy to help you settle into your team
 |  | \* |
| * Details of emergency procedures (first aid, evacuation) 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 |
| *You will have a tour of key locations:* | Probation Buddy/Line Manager/Team Leader |  |  |
| * Department, including safety & security features
 |  | \*\* |
| * Facilities for making refreshments
 |  | \*\* |
| * Toilets (and showers)
 |  | \*\* |
| * Obtain security pass from security office
 |  | \*\* |
| * Identify eating places on campus
 |  | \*\* |
| * Identify other useful services (library, Senior Common Room, shop, bank)
 |  | \*\* |
| *Your manager will confirm:* | Line Manager |  |  |
| * Working arrangements (breaks, start time etc.)
 |  | Yes |
| * Contact details
 |  | Yes |
| **During your first 1-2 weeks** |  |  |
| * Check the [current DSE guidance](http://www.hsd.qmul.ac.uk/media/hsd/documents/QMUL_HS_225_Workstation-%28DSE%29-guidance-for-staff-temporarily-working-from-home_MAR2020.pdf) on working from home and make adjustments as necessary
 | You |  | Yes |
| * Read [HR’s guidance](http://hr.qmul.ac.uk/temporary-remote-working/) on temporary home working
 |  | Yes |
| * Check your PC, email and phone have been set up
 |  | Yes |
| * **Remote working:** [Download Microsoft Office](https://www.its.qmul.ac.uk/support/self-help/software/free-and-discounted-software/office365-proplus/) for a home PC/Mac as necessary
 |  | Yes |
| * **Remote working:** Arrange introductory meetings over Microsoft Teams for team members and other close contacts
 |  | Yes |
| * **Remote working:** Arrange regular catchups with your ‘probation buddy’ to make time to ask questions, etc.
 |  | Yes |
| * **Remote working:** Book training relevant to use of Microsoft Teams, SharePoint etc. as necessary
 |  | Yes |
| *You’ll be introduced to departmental procedures:* | 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 website and course booking site
 |  | Yes |
| * Use of flexitime and recording if applicable
 |  | Yes |
| * Travel booking, expenses & petty cash procedures
 |  | 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 be introduced to QMUL and local procedures and services:* | Line ManagerLine Manager |  |  |
| * [Smoking policy](http://www.arcs.qmul.ac.uk/media/arcs/policyzone/Smoking-Policy.pdf)
 |  | \* |
| * Use of Connect, VLE & lecture capture
 |  | Yes |
| * [HR policies area](http://hr.qmul.ac.uk/procedures/), including those which are relevant to your role
 |  | Yes |
| * AV bookings, catering, IT helpdesk & printing
 |  | \* |
| * **Remote working:** [HR Guidance on Temporary Remote Working](http://hr.qmul.ac.uk/temporary-remote-working/)
 |  | Yes |
| *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:*  |  |  |
| * 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
 |  | Yes |
| * 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
 |  | Yes |
| * Arrange one-to-one meetings at a frequency that works for yourself and your line manager
 |  | Yes |
| *Meet your HR contact to find out more about:* | Human Resources |  |  |
| * Salary and pension arrangements
 |  | Yes |
| * Notice requirements
 |  | Yes |
| * Human resource issues (types of leave, grievances)
 |  | Yes |
| * [Equality & Diversity Policies](http://hr.qmul.ac.uk/equality/governance/policies/)
 |  | 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](http://www.hr.qmul.ac.uk/about-us/staff-support/) and other sources of support
 |  | Yes |
| * Your HR contact will set up a meeting with a Pensions Officer
 |  | 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 |
| **During your first month** |  |  |
| * Spend time using the [intranet](http://connected.qmul.ac.uk/)
 | You |  | Yes |
| * Explore [SYMPA lists](https://www.lists.qmul.ac.uk/) to ensure that you are added to the mailing lists to receive alerts for your own building or department, All Staff etc. Seek advice if needed.
 |  | Yes |
| * Familiarise yourself with the [ivanti IT Helpdesk](https://servicedesk.qmul.ac.uk/) and ticket raising system; look through the 'How To' guides.
 |  | Yes |
| * Complete [mandatory training](http://www.profdev.qmul.ac.uk/what-we-offer-/types-of-training/mandatory-training/), including any mandatory training specific to your role or area (as agreed with your line manager)
 |  | Yes |
| * Complete online DSE training (during week 3 or 4)
 |  | Yes |
| * Book other necessary training (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:**

* 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?** |
| --- | --- | --- | --- |
| **Before you start** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **On your first day** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **During your first 1-2 weeks** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **During your first month** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |