A close up of a logo

Description automatically generated **New Starter Induction Checklist:  
Remote Working**

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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 (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 contact  Line 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-(DSE)-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 Manager  Line 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?** |
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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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