 **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/)