**University of Aberdeen Induction Checklist**

An Induction is necessary to provide support to new members of staff on taking up their role and integrating them into their team and working life at the University. It is imperative that new members of staff receive a thorough induction, both at a general and local level, so they feel engaged with the organisation and their immediate work environment.

In addition to the General Staff Induction, it is also the expectation that all new members of staff are provided a Local Induction to their immediate working area, which covers the above areas in more detail and practices and expectations specific to their department and role in the team.

**What is expected of me as a Line Manager to deliver Local Induction?**

The Manager is expected to make arrangements for the new employee prior to their commencement of employment start date. The manager should then either deliver or facilitate a local induction programme, utilising the checklist below where necessary.

It is likely that as Line Manager you may have also been involved as Recruiting Manager, and panel convener, this entails that details such as IT and furniture requirements should have been acknowledged when completing your request to recruit. As such the checklist will ensure that all prior requests have been honoured and completed in a timely manner.

The local induction is the responsibility of the Line Manager however support on structuring activities and on boarding can be found by contacting Recruitment Team or Staff Development for suggestions and further assistance.

Where appropriate a Line Manager may want to utilise a ‘Buddy’ who can provide further support and guidance informally and in a social setting for the new member of staff. A buddy should not be responsible for on-boarding and inducting the new member of staff, however they are supplementary to the process.

## **Induction Checklist**

Induction Checklist lists important information for new staff and typical things that need to be covered in your induction. You and your line manager should work through this list together.

• There may be other activities / information that need to be added by your manager

• Once completed, please send back to Staffdevelopment@abdn.ac.uk

The first checklist refers to arrangements which need to be made prior to the first meeting with the new employee.

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **School/Directorate** |  |
| **Line Manager**  |  |
| **Start Date** |  |

|  |  |  |
| --- | --- | --- |
| **PRIOR TO STARTING** | **✓** | **Date** |
| * Preparation of [workstation](http://www.abdn.ac.uk/estates/administration/furn-req.shtml)
 |  |  |
| * [Computer set-up](http://www.abdn.ac.uk/staffnet/working-here/it-resources.php) including access to specific systems
 |  |  |
| * [Printer settings](http://www.abdn.ac.uk/staffnet/working-here/it-print.php) routed on desktop
 |  |  |
| * ID Badge ready for collection from Infohub
 |  |  |
| * Starting time and location to report to
 |  |  |
| * [HR](https://www.abdn.ac.uk/staffnet/working-here/before-you-arrive-162.php#-passport-confirmation-of-immigration-details-) to have copied any immigration documents
 |  |  |
| * T2 Sponsored Immigration documents in place ([if applicable](https://www.gov.uk/government/organisations/uk-visas-and-immigration))
 |  |  |
| * Signposted to staff accommodation ([if applicable)](https://www.abdn.ac.uk/estates/administration/staff_accomm.shtml)
 |  |  |
| * Signpost to Relocation Expenses Policy ([if applicable](https://www.abdn.ac.uk/jobs/aberdeen-life/practical-information-112.php))
 |  |  |
| **Telephone**  |
| * [Account](https://www.abdn.ac.uk/staffnet/working-here/telephones-6042.php) set up with IT (if needed)
 |  |  |
| * Online phone directory entry
 |  |  |
| **To be updated (if applicable)**  |
| * Door sign
 |  |  |
| * Fire Safety Register
 |  |  |
| * Equipment Inventory
 |  |  |
| **Misc (if applicable)** |
| * Keys
 |  |  |
| * [Timesheet](http://www.abdn.ac.uk/staffnet/working-here/recruitment-selection-3988.php)
 |  |  |

**Induction Checklist**

This checklist is a guide for the first meeting between the manager and the new employee.

|  |  |  |
| --- | --- | --- |
| **FIRST MEETING** |  |  |
| **Issue** | **Comment** | **Action** |
| Explain the principal goals and functions of the department and (how they fit with the University’s [Strategic Plan](http://www.abdn.ac.uk/about/strategy-and-governance/strategic-plan-20152020-735.php)) |  |  |
| Clarification of job requirements, setting standards and agreeing objectives |  |  |
| The role of Staff Development and Centre for Academic Development in facilitating [professional development](http://www.abdn.ac.uk/staffnet/working-here/training-and-development-1450.php) |  |  |
| Your role as manager |  |  |
| What on the job learning/training will there be. |  |  |
| The role of the [Buddy](https://www.abdn.ac.uk/staffnet/working-here/staff-development-111.php#panel6480) (if applicable) |  |  |
| Any other questions/issues |  |  |

**Induction Checklist**

Items listed in checklist can be shared by the line manager and the induction buddy, depending on local circumstance. Some of the items listed could be covered at the first meeting.

| **DURING FIRST WEEK** | **✓** |
| --- | --- |
| **Location and facilities** |
| * Collect ID badge on first day
 |  |
| * Workstation
 |  |
| * Dress Code/Uniform (if applicable)
 |  |
| * Toilet facilities
 |  |
| * Staff Communal Spaces (if applicable)
 |  |
| * Entrances and exits to be used
 |  |
| * Opening and locking up of office and codes to rooms
 |  |
| * Keys to rooms
 |  |
| * Timesheet (if applicable)
 |  |
| * Admin facilities (e.g. photo copier, stationery)
 |  |
| * Post system
 |  |
| * Tour of campus
 |  |
| * If new to Aberdeen, directions to the city centre, provision of local information as required.
 |  |
| * [Staff Net](http://www.abdn.ac.uk/staffnet) – availability of information
 |  |
| * Signpost to [MyHR](http://www.abdn.ac.uk/myhr/) or where to collect payslips
 |  |
| * Equality and Diversity [online training](https://abdn.learnupon.com/users/sign_in)
 |  |
| * Recruitment and Selection online training ([if applicable](https://abdn.learnupon.com/users/sign_in))
 |  |
| * IT Awareness online training [here](https://training.abdn.ac.uk/login/index.php)
 |  |
| * [Car parking](http://www.abdn.ac.uk/estates/supportservices/car-parking/)
 |  |
| * Access to [Rocking Horse Nursery](http://www.abdn.ac.uk/rockinghorse/)
 |  |
| **Health and Safety** |
| * Show fire exits and assembly point
 |  |
| * Location of First Aiders
 |  |
| * Location of first aid box and procedure for [reporting an accident](https://www.abdn.ac.uk/staffnet/working-here/health-and-safety-308.php#report-an-accident-or-near-miss)
 |  |
| * [Security](https://www.abdn.ac.uk/about/campus/maps/view/20/) - role and telephone number
 |  |
| * Ensure Local [Health and Safety](https://www.abdn.ac.uk/staffnet/working-here/beonline-resources-6000.php) issues are covered (i.e. Mandatory training if working in Laboratories etc).
 |  |
| * [DSE assessment](https://www.abdn.ac.uk/staffnet/working-here/health_wellbeing-5707.php) on workstation
 |  |
| * Lone Working arrangements/details ([if applicable](https://www.abdn.ac.uk/staffnet/working-here/health_wellbeing-5707.php))
 |  |
| **Procedures** |
| * Flexi time and working hours (including details on 9 Day fortnight, [if applicable](http://www.abdn.ac.uk/staffnet/working-here/flexible-working-3538.php)).
 |  |
| * Provide any relevant Handbooks or SOPs
 |  |
| * [Sickness Absence and Lateness](http://www.abdn.ac.uk/staffnet/working-here/leave-and-absence-183.php)
 |  |
| * [Annual Leave](http://www.abdn.ac.uk/staffnet/working-here/holidays-197.php) (including option of [purchasing additional annual leave](https://www.abdn.ac.uk/staffnet/working-here/staff-benefits-113.php#panel5454)).
 |  |
| * [Probation](http://www.abdn.ac.uk/staffnet/working-here/probation-2813.php)
 |  |
| * [Travel between campuses/field stations](https://www.abdn.ac.uk/about/campus/maps/)
 |  |
| **Meeting Key Staff** |
| * Introduce to all colleagues
 |  |
| * Arrange meetings with key contacts in relevant departments
 |  |
| * Advise on mentoring scheme or buddy scheme ([if applicable](https://www.abdn.ac.uk/staffnet/working-here/staff-development-111.php#panel6480))
 |  |
| **Telephone & Computer Systems** |
| * Telephone
 |  |
| * + Out of office responses
 |  |
| * + Forwarding phone
 |  |
| * + Setting voicemail message
 |  |
| * + Telephone directory on intranet site/office
 |  |
| * Computer
 |  |
| * + Email account working
 |  |
| * + Out of office responses
 |  |
| * + Add to any relevant staff email distribution lists
 |  |
| * + Access to relevant drives
 |  |
| * + Agresso (if applicable)
 |  |

**Once completed, please sing and send to** **Staffdevelopment@abdn.ac.uk**

|  |  |
| --- | --- |
| **New start name** |  |
| **Signature and date** |  |
| **Line manager** |  |
| **Signature and date** |  |