**Induction Checklist**

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| **Area to be addressed** | **Date Completed** | **Employee Initial** |
| **General Induction** |  |  |
| HR Induction with Lisa Bjork /Gemma Horbatowski/Shelley Hammond |  |  |
| IT Induction with Peter Moles |  |  |
| Mandatory Information Security training online |  |  |
| Mandatory Finance Training with Tim Eden/Val Parke |  |  |
| Mandatory Marketplace Training online (finance) |  |  |
| Mandatory Bullying and Harassment online training |  |  |
| Mandatory Unconscious Bias online training |  |  |
| Introduced to key procedures (booking annual leave and reporting sickness) |  |  |
| Uploaded profile to departmental website with Louise King |  |  |
| Desk set up completely (including DSE Assessment) |  |  |
| Received electronic copy of NDS induction pack |  |  |
| Returned all recruitment documents to HR:   * P45/P46/New Starter Checklist * Proof of address * Qualifications * Data entry form * University card application with passport photo * Occupational Health questionnaire * Signed offer letter and contract * Sample signature form |  |  |
| Received all necessary access:   * University card * NHS ID/Smart card * Key Fob * Building access * NHS Honorary contract/Research passport * IT Drive access |  |  |
| Registered for Athena Swan committee/working group membership |  |  |
| Made aware of car park permit/bus pass/season ticket loan etc. |  |  |
| **Site Specific** |  |  |
| Given tour of working area |  |  |
| Shown facilities   * Toilets * Printer/copier * Tea/coffee making and kitchen facilities * Stationary supplies |  |  |
| Shown fire exits and fire procedure |  |  |
| Introduced to team |  |  |
| Introduced to “buddy” |  |  |
| **Job Specific** |  |  |
| Meeting with Line Manager   * Go through Job description * Set key objectives * Set working pattern/dress code * Set dates for mid and end of probation meetings * Training courses required (GCP, Health and Safety, Lab specific training, animal handling etc.) * Discuss PDR procedure |  |  |
| Introduction to team members |  |  |
| Building and facilities induction (photocopier, printers, toilets, tea/coffee facilities, break rooms, canteen, locker if required etc.) |  |  |
| Mandatory Fire training and Evacuation procedures |  |  |
| Integrity and ethics training (RESEARCH STAFF ONLY) |  |  |
| Laboratory induction with Jessica Doondeea (RESEARCH STAFF ONLY)   * Received lab notebook from Val Parke |  |  |
| Send copy of agreed Job Plan to HR (CLINICAL STAFF ONLY) |  |  |

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| **I can confirm that I have received all aspects of my NDS Induction as detailed above:**  Name:  Signature: Date:  Line Manager’s Signature: |

Please return your completed checklist to HR along with the following information:

**Mid probation meeting date:**

**End of probation meeting date:**

**Committee/working group registration (1):**

**Committee/working group registration (2):**

**Induction Feedback**

In order for us to continually improve the NDS Induction we would be grateful if you could provide us with some feedback:

**How useful did you find the NDS Induction process?**

* Very useful
* Somewhat useful
* Not very useful
* Not useful at all

**Do you have any further comments or suggestions for improvements?**

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