**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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