STAFF INDUCTION CHECKLIST

- This induction checklist is to be used for all **new members of staff** in the Department of Chemistry, as well as all **academic visitors** staying in the department for **more than 6 months**.
- Please initial when tasks are completed.

Action	Person responsible	New Employee
BEFORE THE FIRST DAY: Regular contact should be made to ensure new employees have the required information for: • Relocating to the area (if relevant). • Arrangements for the first day.		
Workspace/equipment allocation is in place on the first day, e.g.: • Office space and computer. • Telephone plus working extension. • Building Access.		
The following forms are completed and returned: • Acceptance of appointment (slip at bottom of contract letter) which includes occupational health statement. • Employment health questionnaire **(if applicable)**. • Equality and diversity monitoring form **(if applicable)**.		
ON THE FIRST DAY OF EMPLOYMENT: **All new employees must visit HR no later than 9.30am and bring:** • Passport/Biometric Residence Permit. **Failure to bring proof of eligibility to work on the first day of employment will result in the start date being postponed. No work can be undertaken prior to the evidence being seen.**		
DURING THE FIRST WORKING DAY THEY MUST ALSO PROVIDE: • Bank & Superannuation details form (enclosed with contract). • P45 (if available). • Copy of highest educational / professional qualification **(if applicable)**. • Proof of membership of the relevant professional organisation **(if applicable)**. • Marriage certificate **(if applicable)** for pension purposes. • Disclosure and Barring Service form or your current valid DBS certificate **(if applicable)**. • Criminal records disclosure form **(if applicable)**.		
• Visit the ISS Service Desk in the Learning Zone to obtain computer access (proof of ID is required). • Visit the Library to be issued with a University Card.		
IN THE FIRST WEEK OF EMPLOYMENT: **Departmental orientation and introduction to colleagues:** • Tour of department and campus. • Lunch with colleagues. • Meet the line manager. • Meet the mentor (somebody who has more experience in your role). • Meet the buddy (somebody in a similar job role; informal relationship). • Introduction to departmental colleagues. • Introduction to key liaison staff outside the department.		

Job role (discussed with line manager and/or mentor): • Explanation of job description. • Expected standard of performance. • Identification of initial training/development needs. • Role of mentor and buddy as support mechanisms. • Formal review/feedback for both sides. • Plan for future review meetings with line manager/mentor drawn up.		
Departmental structure and strategies (discussed with): • Staff structure; departmental strategies and priorities (Head of Department). • Teaching (Head of Teaching). • Research (Head of Research). • Technical staff structure and roles; health and safety (Departmental Superintendent). • Administrative staff structure and roles (Departmental Administrator).		
Departmental policies and procedures (discussed with Departmental Administrator): • Security and confidentiality of information including Data Protection Policy: https://gap.lancs.ac.uk/dataprotection/Pages/default.aspx • Performance and Development Review (PDR). • Absence, sickness and holiday leave procedures. • Flexible working policies. • Procurement, finances, expenses and claims. • Postal arrangements. • Access to departmental folders and systems; inclusion on relevant mailing lists. • Photocopying and printing. • Reminder of free professional and career development (OED): http://www.lancaster.ac.uk/oed/index.html		
IN THE FIRST MONTH: • 'Health & Safety checklist' completed and returned to the Departmental Superintendent: http://www.lancaster.ac.uk/hr/recruitment/Induction-SafetyCheck.html • Display Screen Assessment. • Probationary Agreement drawn up **(if applicable)**. • Initial PDR drawn up, completed and returned to Departmental Administrator **(if applicable)**. • Departmental website updated with contact details.		
WITHIN THREE MONTHS: The following mandatory training is undertaken: • Health and Safety for Staff Induction which is accessed at: https://modules.lancaster.ac.uk/course/ • Diversity in the workplace online module which is accessed: http://www.lancaster.ac.uk/hr/equality-diversity/ • Information Security which is accessed at: http://www.lancaster.ac.uk/iss/training/security/		

Name of New Employee: .... Signature: ....

Name of Line Manager: .... Signature: ....

Date of Completion: ....

• Please return the completed and signed checklist to Jill Greenwood, the Departmental Administrator, **no later than 3 months** from the start date.

Further online resources to help with induction are provided below. If you have any questions or require further assistance, please do not hesitate to speak to your line manager or other staff members.

Information for new starters, including Staff Orientation Handbook, accommodation for new staff, Employee Assistance Programme and the Health & Safety policy:
http://www.lancaster.ac.uk/hr/recruitment/inductionIndex.html#newstaff

Relocation to Lancaster: http://www.lancaster.ac.uk/hr/recruitment/files/relocate.html

Performance and Development Review (PDR) forms, including initial PDR:
http://www.lancaster.ac.uk/hr/pdr/

Managing the probation period:
http://www.lancaster.ac.uk/hr/recruitment/inductionIndex.html#probation

Information on pay, promotion and recognition: http://www.lancaster.ac.uk/hr/total-reward/indexTest.html

Information on University policies and procedures, including family-friendly policies, equality and diversity, flexible working, grievance, leave, performance, redundancy and others:
http://www.lancaster.ac.uk/hr/recruitment/LeaveTest.html

Information on the procurement process:
http://www.lancaster.ac.uk/procurement/procurement/procurement-process/

Procurement portal for purchasing, travel, IT and marketplace:
https://staffportal.lancs.ac.uk/request/

Staff IT services, including IT accounts, e-mail, phones, printing and photocopying, file storage and sharing, Wi-Fi access, PC support, Moodle, working off-campus and others:
http://www.lancaster.ac.uk/iss/services/staff-services/

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