New Staff

**Induction Checklist**

**Signature**

**Your Name**

**Signature**

**Manager**

**Signature**

**Department**

**Start Date**

**Date Complete**

The following table forms a checklist of essential actions to be completed to ensure you are set up with everything you need for your new role. To find the links to the important documents listed below, as well as additional relevant information and guidance, see the New-Staff webpages: www.lancaster.ac.uk/new-staff

**Once completed, it must be signed by the New Starter, the Manager and Department – and then stored in a departmental file store**

**The tasks below are essential responsibilities to be completed.**

Failure to do so may delay the commencement of employment or access to systems.

## www.lancaster.ac.uk/new-staff/welcome

## Before you Start:

Read Terms and Conditions of Employment

**Complete and return the following forms:**

Acceptance of appointment (slip at bottom of contract letter) which includes an occupational health statement

*(If applicable)* Health Assessment Questionnaire

*(If applicable)* Car Parking Permit Form

**Read the Key Policies:**

Health and Safety Law Leaflet

Set up IT Account

Upload Photo for Staff ID Card

## Your First Day:

**You will receive further communication regarding your onboarding arrangements.Please expect to provide:**

Your Right to work documentation

Bank & Superannuation details form (enclosed with contract)

P45 (if P45 is not available, fill in the HM Revenue & Customs Starter Checklist Form)

*(If applicable)* Copy of highest educational/professional qualification

*(If applicable)* Proof of membership of the relevant professional organisation

*(If applicable)* Marriage certificate for pension purposes

*(If applicable)* Disclosure and Barring Service form or your current valid DBS certificate

*(If applicable)* Criminal records disclosure form

**Please note that failure to provide proof of eligibility to work prior to your first day of employment will result in the start date being postponed. No work can be undertaken prior to the evidence being approved.**

## Your First Week:

Update personal details on Core myHR

**Complete the following Mandatory Training, ideally on the first day:**

Diversity in the Workplace

Health and Safety

Information Security

# Mental health eLearning

**Your Manager/Department will work with you to complete the following:**

Safety Induction

Display Screen Assessment

Initial PDR (Performance Development Review) *within first month*

**Make yourself aware of the following important documents:**

University Strategic Plan

Student Support Referral Guide

Relevant Policies and Procedures

[The Concordat to Support the Career Development of Researchers](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vitae.ac.uk%2Fpolicy%2Fconcordat&data=02%7C01%7Chrdo%40lancaster.ac.uk%7Cc7699652897f4269132608d86eafa93c%7C9c9bcd11977a4e9ca9a0bc734090164a%7C0%7C0%7C637381048015099391&sdata=ao5wBa0PuhBPIj9a3HWfE%2FPjjhErBjgAtqthisE1yNw%3D&reserved=0) (Applicable to all those with a research portfolio)