

Manager's Induction Checklist for New Starters

EMPLOYEE NAME		MANAGER NAME	
DEPARTMENT		START DATE	
EMPLOYEE NO.		PROBATION END	

The **Manager** is responsible for ensuring a full and thorough induction is provided to their new employee. The form should be fully completed and returned to the HR Team. hr@rvc.ac.uk

BEFORE YOUR NEW JOINER STARTS	<input checked="" type="checkbox"/>	Date Completed
Arrange computer and network access (URGENT + Critical to all other systems access)		
Agree start time for first day and add to Visitornet		
Inform Security Hut at Hawkshead +/- Reception of new employee and date of commencement		
Ensure <ol style="list-style-type: none"> 1. desk, chair, lab/office space is in place 2. telephone access including mobile phone if applicable 3. any specific stationary required 		
If you are sent an Occupational Health Pre-placement Report ensure any adjustments necessary are implemented – liaise with Employee Relations Manager in HR as necessary		
Ensure Induction is booked with HR IF NOT TAKEN AT INTERVIEW AND INDUCTION NOT ARRANGED FOR FIRST THING ON DAY 1, YOU MUST TAKE A COPY OF PROOF OF RIGHT TO WORK WHEN NEW JOINER ARRIVES, AND BEFORE THEY START WORK. YOU SHOULD SEE, COPY AND VERIFY THE PROOF AND SCAN TO HR		
Arrange IT induction		
If required, appoint an Induction Buddy (– see guidance in the Toolkit if necessary)		
Contact Departmental Safety Supervisor to arrange H&S induction within 2 weeks of joining		
Set up as an Agresso user if required (for expenses)		
Consider expectations during Induction/probation <ul style="list-style-type: none"> • Non-Academic – Consider Induction/Probation objectives for discussion • Academic – HoD's PA to set up ICP within the first month ready for approval at next APPP Meeting 		

DAY 1		
Meet new starter at Reception		
Introduction to Team and Departmental Administrator		
Work shadowing or handover (if appropriate)		
Ensure new starter collects security pass		
Ensure new starter has completed car park pass application form (HH only)		
Complete Departmental Induction		
Ensure HR induction is completed – ENSURE RIGHT TO WORK (RTW) CHECK HAS BEEN UNDERTAKEN		
Show Facilities (e.g.) location of kitchen, rest areas, lockers, toilets/showers, shuttle bus service, restaurant.		
Workstation orientation – undertake DSE assessment		
Fire drills and evacuation procedures		
Advise on First Aid/Accident Reporting/location of defibrillators		

WEEK 1	<input checked="" type="checkbox"/>	Date Completed
Induction/probation meeting to include: <ol style="list-style-type: none"> 1. College Vision, Mission and Values 2. Departmental Strategic Plan 3. Job Description 4. Agree New Starter Objectives Form for Non Academics/Draft ICP for Academics 5. Establish expectations on conduct 6. Explain the RVC Behaviours Framework and expectations 7. Schedule of Review meetings 		
Expectations - attendance, sickness reporting, lunch breaks, rotas		
Departmental Meetings, Systems and Processes including IT policies		
Any intranet information specific and relevant to your department		
Tour of the Campus		
Departmental Administrator session to cover specific requirements		
Location of Postroom – opening times and processes		
Where to go for equipment, stationery, tools, booking travel		
College communications - Town Hall meetings, Intranet and Message of the Day, Classified Adverts etc		

WEEK 2		
Ensure the whole H&S Induction is completed in full - visit H&S intranet pages for checklist		

MONTH 1, 2 AND 3		
Hold regular review meetings		
Ensure completion of all RVC mandatory training courses: <ul style="list-style-type: none"> • Data Protection Essentials • Information Safety Awareness • Equality & Diversity • Fire Safety • PREVENT Training : Protection/Safeguarding https://learn.rvc.ac.uk/login/index.php • Managing Diversity (For Managers) 		
Ensure completion of all Departmental mandatory training courses <ul style="list-style-type: none"> • 		
Agresso – including demonstration of how to claim expenses		
Anything else relevant to your department – insert as required <ul style="list-style-type: none"> • • 		
FOR MANAGERS ONLY: Explain the Management Toolkits and the Management Development Programme and provide them with up-coming dates. All Grades 6 & above with appraisal responsibility are automatically enrolled on to the MDP courses.		
FOR RESEARCHERS ONLY:- <ol style="list-style-type: none"> 1. Role of the Research Office 2. Research Concordat 3. Researcher Association 		

Please fully complete and scan to the HR Team by the end month 3 to confirm completion for the Employees file. hr@rvc.ac.uk
 The Manager is entirely responsible for ensuring the training has taken place; there will be no review or checks by other parties so management accountability is essential.

Manager Signature..... Date.....