**Induction checklist for new staff**

We want to ensure you feel welcomed, fully-equipped and settled in your new role and below is the list of information, tasks and activities which may help your induction process. The list is not exhaustive and there may be additional information required specific to the role, or faculty or service. Please use this list in conjunction with the local induction guidance if available. We recommend that you go through each item with your manager in a meeting so that your manager can explain them fully and give more context. Section 1 to 7 is for all staff and section 8 is for academic staff only. Items suggested for the first day is marked with .

|  |  |
| --- | --- |
| Name: | Department/service: |
| Line manager: | Start date: |

| **TOPIC** | **STAGE** | | | **DISCUSSION AND COMMENTS** |
| --- | --- | --- | --- | --- |
| First  day or  1st wk. | Within 4 weeks | Within 8 weeks |
| 1. **WELCOME** | | | | |
| Introduction to line manager and team colleagues |  |  |  |  |
| [**Online induction**](http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=10699&rp=listCategory.asp&cat=1052) **(essential)** |  |  |  |  |
| [University’s strategy](http://www1.uwe.ac.uk/aboutus/visionandmission/strategy.aspx)  and [key strategic programmes](https://intranet.uwe.ac.uk/whats-happening/projects/list/) |  |  |  |  |
| [University structure](https://intranet.uwe.ac.uk/people-groups), [academic calendar](https://intranet.uwe.ac.uk/whats-happening/Pages/calendar.aspx), [corporate policies](http://www1.uwe.ac.uk/aboutus/policies) |  |  |  |  |
| [Welcome fair](http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=5133&rp=listCategory.asp&cat=865) – book a date in your diary |  |  |  |  |
| Introduction to senior managers in your department or service |  |  |  |  |
| Introduction to key colleagues within your department or service |  |  |  |  |
| Introduction to key colleagues outside your department or service |  |  |  |  |
| [Introduction to your mentor](https://intranet.uwe.ac.uk/ou/hr/knowledgebase/Pages/Mentoring.aspx) |  |  |  |  |
| [Introduction to your buddy](https://intranet.uwe.ac.uk/ou/hr/knowledgebase/Pages/Mentoring.aspx) |  |  |  |  |
| Review of your induction process |  |  |  |  |
| 1. **YOUR ROLE AND LOCAL CONTEXT – please also refer to the local guidance if available** | | | | |
| Job description and expectation of the role |  |  |  |  |
| [Probation](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Probation%20guidance.docx) – agree objectives and set the first meeting |  |  |  |  |
| How your role contributes to the faculty/service and the University’s strategy |  |  |  |  |
| Diarise key meetings – one to ones, team and departmental meetings and other meetings required for the role |  |  |  |  |
| Meetings with key individuals within your area and in the wider University and external partners |  |  |  |  |
| Overview of the structure of your faculty/service including decision making process and “who does what” |  |  |  |  |
| Process of planning and managing workload |  |  |  |  |
| Communication channels within your faculty/service and [the University](https://intranet.uwe.ac.uk/tasks-guides/collection/Communicating-with-staff) |  |  |  |  |
| 1. **WORKING ENVIRONMENT** | | | | |
| Access to the building – [key](https://intranet.uwe.ac.uk/tasks-guides/Task/key-requests), ID card, code for doors (if applicable) |  |  |  |  |
| Travel arrangements – [car park](http://www1.uwe.ac.uk/comingtouwe/campusmapsandinformation/carparking.aspx), [train, bus and cycle information](http://www1.uwe.ac.uk/aboutus/departmentsandservices/professionalservices/transport/buscycleandrailtravel) |  |  |  |  |
| Workstation and equipment required  ([DSE guidance](http://imp.uwe.ac.uk/imp_public/displayentry.asp?URN=5537&rp=listEntry.asp)) |  |  |  |  |
| Reasonable adjustment required – [support for disabled staff](https://intranet.uwe.ac.uk/ou/hr/Pages/Support-for-disabled-staff.aspx) / [RA policy](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Reasonable%20Adjustments%20policy%20FINAL%20April%202015.docx) |  |  |  |  |
| Photocopier and [printing](https://intranet.uwe.ac.uk/tasks-guides/task/printing-local) |  |  |  |  |
| Telephone system ([guidances](https://intranet.uwe.ac.uk/tasks-guides/Collection/using-your-telephone)) |  |  |  |  |
| Facilities – toilets, kitchen, shops and [catering outlets](http://www1.uwe.ac.uk/aboutus/departmentsandservices/professionalservices/hospitalityatuwe/cateringoutlets.aspx) |  |  |  |  |
| [**Health and safety induction**](http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=8809&rp=listCategory.asp&cat=369) **and** [**online fire safety training**](https://intranet.uwe.ac.uk/tasks-guides/Guide/fire-safety-online-training) **(mandatory)** |  |  |  |  |
| Campus tour ([campus map](http://www1.uwe.ac.uk/comingtouwe/campusesmapsandtravel)) |  |  |  |  |
| 1. **UNIVERSITY SYSTEMS – please see** [**IT for new staff collection**](https://intranet.uwe.ac.uk/tasks-guides/Collection/IT-for-new-staff) **on the intranet** | | | | |
| Email account and log-in password |  |  |  |  |
| [Staff intranet](https://intranet.uwe.ac.uk/) ([news](https://intranet.uwe.ac.uk/whats-happening/news) / [events](https://intranet.uwe.ac.uk/whats-happening/events/) / [staff directory](https://intranet.uwe.ac.uk/people-groups)) |  |  |  |  |
| My site – [create your profile](https://mysite.uwe.ac.uk/person.aspx) |  |  |  |  |
| Relevant [SharePoint sites](https://intranet.uwe.ac.uk/people-groups/sharepoint-sites) |  |  |  |  |
| [Wifi connections](https://intranet.uwe.ac.uk/tasks-guides/task/Wifi-access-on-campus) on campus |  |  |  |  |
| [Remote access](http://www1.uwe.ac.uk/its/itfacilities/xa.aspx) |  |  |  |  |
| [Key IT policies](http://www.uwe.ac.uk/its-staff/corporate/ourpolicies/index.shtml) (e.g. [acceptable use](http://www.uwe.ac.uk/its-staff/corporate/ourpolicies/openaccess/staffaup.shtml), [information security](http://www1.uwe.ac.uk/its/itpolicies/security/itsecuritypolicy.aspx)) |  |  |  |  |
| [Data protection](https://intranet.uwe.ac.uk/tasks-guides/Guide/data-protection) |  |  |  |  |
| [Data security online training](http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=10641&rp=listCategory.asp&cat=1052) (mandatory for credit card holder) |  |  |  |  |
| Introduction to purchasing ([e-learning](http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=10770&rp=listCategory.asp&cat=1052)) |  |  |  |  |
| 1. **WORKING CONDITIONS** | | | | |
| Hours of work including arrangement for breaks and [flexi scheme](https://intranet.uwe.ac.uk/tasks-guides/Guide/Flexitime-scheme) *(this only applies to professional services staff)* |  |  |  |  |
| [Payroll](https://intranet.uwe.ac.uk/ou/hr/Pages/Pay_and_grading.aspx) and [pensions](https://intranet.uwe.ac.uk/tasks-guides/Guide/pensions) ([pay date](https://intranet.uwe.ac.uk/tasks-guides/Guide/Payroll-deadline-dates)) |  |  |  |  |
| Process for [reporting sickness](https://intranet.uwe.ac.uk/ou/hr/Pages/Managing-sickness-absence.aspx) and [booking leave](https://intranet.uwe.ac.uk/tasks-guides/Guide/Annual-leave) |  |  |  |  |
| Process for [claiming expenses](https://intranet.uwe.ac.uk/tasks-guides/task/Claim-expenses-for-staff) |  |  |  |  |
| [Key HR policies](http://www1.uwe.ac.uk/aboutus/departmentsandservices/professionalservices/humanresources/hrpoliciesandprocedures.aspx) (e.g. family friendly policies, sickness leave etc.) |  |  |  |  |
| 1. **Training and development** | | | | |
| Training needs for your role |  |  |  |  |
| Training opportunities for staff ([Learning and Development Centre](http://info.uwe.ac.uk/hr/ldc/)) |  |  |  |  |
| Online resources for development  ([UWE E-learning](http://imp.uwe.ac.uk/imp_public/listCategory.asp?pid=21&cat=1052) / [lynda.com](http://www1.uwe.ac.uk/library/usingthelibrary/searchforthingsa-z/trainingvideoslyndacom.aspx)) |  |  |  |  |
| Career progression ([for professional services staff](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Professional%20pathways.pdf) / [for academic staff](https://intranet.uwe.ac.uk/ou/hr/Pages/Career-pathways.aspx)) |  |  |  |  |
| [Information for managers](https://intranet.uwe.ac.uk/ou/hr/Pages/Management-resources.aspx) and [UWE Manager Programme](http://info.uwe.ac.uk/hr/ldc/managers.asp) (for managers) |  |  |  |  |
| Introduction to [Performance Development Review](https://intranet.uwe.ac.uk/ou/hr/knowledgebase/Pages/Performance%20and%20development%20review.aspx) |  |  |  |  |
| 1. **UWE COMMUNITY AND SUPPORT** | | | | |
| [Staff benefits](https://intranet.uwe.ac.uk/ou/hr/Pages/My-benefits.aspx) (e.g. [childcare voucher](https://intranet.uwe.ac.uk/tasks-guides/Guide/childcare-voucher-scheme), healthcare scheme etc) |  |  |  |  |
| [Equality and diversity](https://intranet.uwe.ac.uk/ou/EqualityandDiversity/Pages/Equality%20and%20Diversity.aspx) and  [**online training**](https://intranet.uwe.ac.uk/ou/EqualityandDiversity/Pages/Equality-essentials-e-learning.aspx) **(mandatory)** |  |  |  |  |
| [Faith and spirituality](http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx)  Info on multi-faith prayer space and chaplaincy and support for staff |  |  |  |  |
| [Centre for Sport](http://www1.uwe.ac.uk/students/healthandwellbeing/faithandspirituality.aspx)  Offers a variety of classes and facilities |  |  |  |  |
| [Feel Good](http://www1.uwe.ac.uk/whatson/feelgood.aspx)  Health and wellbeing initiatives |  |  |  |  |
| [Sustainability](http://www1.uwe.ac.uk/about/visionandmission/sustainability.aspx)  University’s commitment and ways to getting involved |  |  |  |  |
| [Staff association](http://www1.uwe.ac.uk/aboutus/workingatuwe/staffsocial.aspx) (Staff Social)  Various events organised throughout the year |  |  |  |  |
| [Staff networks](https://intranet.uwe.ac.uk/people-groups/staff-networks)  Run by staff for networking and support |  |  |  |  |
| [Trade unions](https://intranet.uwe.ac.uk/people-groups/trade-unions)  Support for staff on employment issues |  |  |  |  |
| [Employee assistance programme](https://intranet.uwe.ac.uk/ou/hr/knowledgebase/Pages/Employee%20assistance%20programme.aspx)  Confidential telephone support line |  |  |  |  |
| [Dignity at work](https://intranet.uwe.ac.uk/ou/hr/knowledgebase/Pages/Dignity%20at%20Work.aspx) (DAW)  DAW Advisors can help you with relationship issues at work |  |  |  |  |
| 1. **Information for academic staff** (and others as relevant) | | | | |
| [Professional expectations](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Professional%20expectations%20academic%20staff.docx) (discussion with line manager) |  |  |  |  |
| Faculty 2020 visions  ACE / [FBL](https://docs.uwe.ac.uk/ou/Communications/Documents/FBL%202020%20Vision.pdf) / [FET](https://docs.uwe.ac.uk/ou/Communications/Documents/FET%202020%20Vision.pdf) / [HAS](https://docs.uwe.ac.uk/ou/Communications/Documents/HAS%202020%20Vision.pdf) |  |  |  |  |
| Learning and teaching – [Learning for All](https://intranet.uwe.ac.uk/people-groups/service/learning-for-all) / [Learning 2020](https://intranet.uwe.ac.uk/whats-happening/projects/learning2020) |  |  |  |  |
| [Research strategy](http://www1.uwe.ac.uk/research/researchstrategy.aspx) and funding opportunities |  |  |  |  |
| [Online assessment system](http://info.uwe.ac.uk/online/blackboard/staff/guides/online-assessment/default.asp) |  |  |  |  |
| [Blackboard](http://info.uwe.ac.uk/online/blackboard/default.asp) support – [book Blackboard training](http://imp.uwe.ac.uk/imp_public/displayEntry.asp?URN=5000&rp=listCategory.asp&cat=865) |  |  |  |  |
| [Workload allocation management system](https://intranet.uwe.ac.uk/ou/hr/Pages/Academic-workload-model.aspx) |  |  |  |  |
| [Information on key processes](https://intranet.uwe.ac.uk/sites/SAM/Pages/nav-academic-staff.aspx) ( in [Staff Administration Manual](https://intranet.uwe.ac.uk/sites/SAM/Pages/default.aspx)) |  |  |  |  |
| Teaching observation (see Appendix 3 of [Probation guidance](https://docs.uwe.ac.uk/ou/hr/IntranetContent/Probation%20guidance.docx)) |  |  |  |  |