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| Induction and Settling-In Checklist  HR People and Organisational Development |
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# Your First Day: Welcome to your new Team

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| Your Office/Location |  |
| Your Phone Number |  |
| Your Mentor/Buddy Name |  |
| Your Mentor/Buddy Phone Number |  |



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| Things to get you started | Responsible/Completed | |
| Arrive at Human Resources to register (Level 6, Schwann Building). |  |  |
| Initial introduction to your new team colleagues. | | |
| Seating plan with who’s who in your team |  |  |
| Settling in at your desk & computer/telephone basics | | |
| Login information |  |  |
| Personal drive |  |  |
| Shared drive |  |  |
| Email |  |  |
| StaffHub and telephone directory |  |  |
| Telephone use appropriate greeting |  |  |
| Transferring calls |  |  |
| Voicemail |  |  |
| Office Essentials | | |
| Kitchen |  |  |
| Emergency exits |  |  |
| Pigeon hole/post |  |  |
| Tea/coffee/milk arrangements |  |  |
| Core working hours |  |  |
| Location of toilets |  |  |
| Stationery supplies |  |  |
| Bins/confidential waste and recycling |  |  |
| Photocopier & printer |  |  |
| Things to get you started | Responsible/Completed | |
| Get your ID Card from Library Reception (Level 4, Schwann Building) |  |  |
| Tour of the immediate work area and building |  |  |
| Issued office key |  |  |
| Complete a DSE assessment and liaise with your DSE assessor. Please click [here](https://unilearn.hud.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_9694_1&content_id=_555386_1) for more information. |  |  |
| Review of your first day with your manager |  |  |

NB: please note, you can find lots of useful information and resources on the People and Organisational Development Welcome and Settling-In webpage by clicking [here](https://staff.hud.ac.uk/hr/staffdevelopment/induction-and-settling-in/).

The end of your first day …

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| New Starter Confirmation |  | Line Manager Confirmation |  |

# Your First Week: Welcome to your new Team

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| Things to get you started | Responsible/Completed | |
| Your role and responsibilities and how these fit with in the wider context |  |  |
| Familiarise yourself with the following | | |
| Organisational chart |  |  |
| Departmental overview |  |  |
| Service/School structure |  |  |
| Key Objectives |  |  |
| Meet your key contacts, who’s who, and book meetings with them |  |  |
| Start to complete essential Online Training |  |  |
| Mandatory On-line Training |  |  |
| As a new starter you will need to undertake some essential training with your first 3 months. Please click [here](https://staff.hud.ac.uk/hr/staffdevelopment/induction-and-settling-in/) for more information. |  |  |
| Other Useful Information | | |
| Introduction to specific databases and computer packages (arrange further training as required). |  |  |
| Holiday entitlement, how to book leave, Absence/sickness reporting |  |  |
| Team meetings and committees, Committee structures |  |  |
| [Viv-Up](https://staff.hud.ac.uk/oh/vivup/) provides practical mental health support for all staff at the University. |  |  |
| Reading Time |  |  |
| Review of your first week with your manager |  |  |

The end of your first week …

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| New Starter Confirmation |  | Line Manager Confirmation |  |

# Your First Month: Welcome to your new Team

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| Things to get you started | Responsible/Completed | |
| Sessions booked through People and Organisational Development | | |
| [Meet the Vice-Chancellor](https://staff.hud.ac.uk/hr/staffdevelopment/coursedetail/index.php?courseId=5543) |  |  |
| [Campus Awareness](https://staff.hud.ac.uk/hr/staffdevelopment/coursedetail/index.php?courseId=5539) |  |  |
| Continue to complete Mandatory On-line Training |  |  |
| As a new starter you will need to undertake some essential training with your first 3 months. Please click [here](https://staff.hud.ac.uk/hr/staffdevelopment/induction-and-settling-in/) for more information. |  |  |
| Other Useful Information | | |
| Making the most of IT: what you need to know about computing and telephone systems. |  |  |
| Library Service (LS) Induction – someone from LS will contact you |  |  |
| Visit the Careers & Employability service to understand the support available for you and students. |  |  |
| Probation Review: Part 1 |  |  |



The end of your first month …

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| New Starter Confirmation |  | Line Manager Confirmation |  |

