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| Managers Induction and Settling-In Checklist  People and Organisational Development |
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Manager’s checklist: Welcome your new colleague

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| Before Your New Colleague Starts | Responsible/Completed | |
| When informed of start date, check IT has been set up/user name created. |  |  |
| Set up the workstation including the desk, drawers, provide relevant stationery etc. Ensure the removal of anything that is not relevant to the new starter. |  |  |
| Create your Service/School’s Induction Plan. Please click [here](https://staff.hud.ac.uk/hr/staffdevelopment/induction-and-settling-in/) for useful checklists from the People & Organisational Development Induction & Settling in webpages. |  |  |
| Diarise all induction review meetings, induction training sessions, probation review meetings, 1:1 meetings, team meetings, project-specific meetings, School/Service-specific meetings, dates and deadlines. |  |  |
| School / Service specific induction planned. |  |  |



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| On the Day of Arrival | Responsible/Completed | |
| Meet and greet. |  |  |
| Discuss key objectives for the role. |  |  |
| Introduction to mentor / buddy within your team. |  |  |
| Make sure your new colleague has been able to get their ID badge from CLS Library Services. |  |  |
| Ensure your staff member has access to email and the intranet. |  |  |

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| After Initial Induction | Responsible/Completed | |
| If your new colleague is managing people, have they met with the relevant HR Officer for the Manager’s Induction? |  |  |
| Review at end of day 2. |  |  |
| Discuss and agree any training needs relevant to job role. |  |  |
| Review at end of first week. |  |  |
| Track progress and sign off where necessary anything from ‘Induction Checklist for New Starters’ form. |  |  |
| Review at end of first month. |  |  |



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| Probation Reviews Booked In | Responsible/Completed | |
| NB: Carry out Probation Reviews to discuss progression of initial objectives (form but notes that the forms are sent out at month 5 and 10 in preparation). | | |
| Reviews for 6-month probation: 1 month, 3 month, 6 month. |  |  |
| Reviews for 1-year probation: 1 month, 3 month, 6 month, 12 month. |  |  |

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

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| New Starter Confirmation |  | Line Manager Confirmation |  |
| Date: |  | Date: |  |