New Starter Checklist

This is a printable version of the checklist for your reference. For information and guidance on any of the below please refer to the [Manager’s Guidance](https://www.stmarys.ac.uk/hr/organisational-development/induction/induction-guidance-for-managers.aspx) on the website. Once you have completed all items here please submit the checklist to HR using the [link in the manager’s guidance](https://forms.office.com/Pages/ResponsePage.aspx?id=3p1EAGEs-keB7-B2G-_vjey-zKpT4UVOrmcl7qGQ2JtUM09LQTNRODBCV085MVFQVVMzUUo5RFZOWi4u).

Pre-Arrival

|  |  |
| --- | --- |
| Familiarise yourself with key Contractual Information |  |
| Organise Workspace and Equipment |  |
| Assign a buddy |  |
| Tell your team |  |
| Work out a local induction plan |  |
| Create an information pack |  |
| Organise a Team Lunch |  |

Day One

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| --- | --- |
| Meet your new starter at an agreed location and introduce the assigned buddy |  |
| Team introductions and office tour (give keys if applicable) |  |
| Arrange ID Badge and activate IT Account  [Download Computing Account Form here](https://staffnet.stmarys.ac.uk/services-departments/ISA/Pages/IT-Forms-for-Staff.aspx). For the ID badge you will need your employee’s payroll number. |  |
| Talk through the local induction plan |  |
| Essential information and admin:   * [Health and safety checklist](https://www.stmarys.ac.uk/estates/health-and-safety/staff-information/health-safety-checklists.aspx) * Make sure workstation meets their needs * Talk through contractual information (working hours/patterns, sickness absence, annual leave) * Discuss parking arrangements (if applicable) * [Show new staff member how to access PeopleNet](https://www.stmarys.ac.uk/hr/peoplenet/peoplenet.aspx) |  |
| Show new starter how to navigate StaffNet and access the [New Starter’s guide](https://www.stmarys.ac.uk/hr/organisational-development/induction/quick-start-guide-for-new-staff.aspx) |  |

Week One

|  |  |
| --- | --- |
| Go on a tour of campus (can be the role of the assigned buddy) |  |
| Discuss and agree probation objectives |  |
| Arrange probation review meetings |  |
| Check how the new starter is settling in |  |
| Submit induction Checklist to HR (through Managers’ Induction Guide on Moodle) |  |