Manager Checklist

Manager responsibilities prior to & on arrival of new employee

	Task
✓	Following contract acceptance, contact new employee to welcome & answer any questions at this stage.
✓	Agree to meet in person on their first day setting out location and a time to meet.
✓	1. Temporary, occasional and agency staff - Head of Unit required to log a call through IT Services for assistance to set up email. Sponsored Account / Service Catalog / Support Portal (ivanticloud.com) 2. All other staff (i.e. core staff) emails are automatically set up & the new staff member is required to telephone IT Services - ext. 2120 to get password.
✓	Notify all in the unit of new staff member, their job title and arrival date.
✓	Identify a 'local buddy' to support new employee and discuss with staff member
✓	Contact IT to purchase hardware as required. On receipt of the email address and log in credentials, provide to your new staff member.
✓	Ensure work-space allocated & set up with appropriate equipment (separate keyboard, mouse, screen, desk, chair). Ensure local access (e.g. keys) and access to local systems (e.g. local Teams and Sharepoint channels) have been arranged and employee is made aware of welfare facilities, Emergency Plan, Emergency routes and exits (not just main route, include alternative exits) assembly points, Safety Representatives, First Aiders.
✓	Draw up induction plan, including any mandatory training • GDPR training • Health & Safety training • Cyber Security Awareness training Encourage attendance at staff orientation & to go through the IT Services New Staff Onboarding
✓	Ensure nominated mentor is aware & has agreed to be the mentor for the year.
✓	Draw up a list of key people the new employee should meet to get a broader understanding of their role. Ensure Safety Statement and relevant risks are brought to the employee's attention.
✓	Ensure regular contact with your new staff member during the induction process.
✓	Add new staff member to any Unit distribution lists/organisational charts