**School of Microbiology Induction Checklist**

These checklists support line managers and their nominees as a guide and a record

for the local School induction programme. The documents should be retained as

a record of completion and maintained at the School.

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| **Name of new employee:** |  |
| **Start Date:** |  |
| **School/College/ Group:** | **Microbiology** |

**Pre- Arrival:**

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| **Action**  | **Line Manager’s Notes** |
| Inform team of new employee’s appointment and start date; ensure name is added to staff lists |  |
| Identify and order equipment (desk, chair, stationery, phone); consider adjustments required in relation to a disability (if needed) |  |
| Appoint a ‘buddy’ to support new employee during induction; buddy should be assigned before the new employee’s start date, and should be briefed on their responsibilities  |  |
| Applied for PPS Number (n/a if you have it already) and gave it to HR; Tax details shared/updated with HR; registered with Revenue Commissioners <https://www.revenue.ie/en> |  |
| Provided Bank Details to HR (or applied for an Irish Bank Account) |  |
| Has the employee received: staff number from HR & email address from IT services [order PC when Staff number and Email in place] |  |
| Provide optional information that could be useful for helping the new start prepare for their new position (Organisation chart, strategy documents, job description, etc,) |  |
| **Actions completed****Date: Line Manager’s signature:** **Employee’s signature:** |

**First Day:**

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| **Communication/Action**  | **Manager’s Notes** |

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| **First Day Administration** | Check that the new employee has applied for a staff card;Received and read the School Staff [Induction Handbook](https://www.ucc.ie/en/microbiology/staff-resources/);Tour of the building and facilities; Make contact with Mentor if assigned (named on contract of employment)[Mentoring | University College Cork (ucc.ie)](https://www.ucc.ie/en/hr/wellbeingdevelopment/mentoring/);Reserve a place on the Staff Orientation Programme via the 'My Training' tab on [ESS](https://ess.ucc.ie/). |  |

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| **Health and Safety** | Nearest fire exit and evacuation procedures; fire alarms and timing of tests; accident reporting; location of nearest first aider; specific hazards; Received and read the School Safety Statement | School Safety rep Cormac Gahan |
|  **Personal Security** | Working out of office hours; Protection of personal property; how to contact security; UCC’s [Data Protection Policy](https://www.ucc.ie/en/ocla/comp/) and [Records Management](https://www.ucc.ie/en/ocla/archives-and-records/) Policy | Emergency Ext. 3111 |
| **General** | **Introduction to the University and work area**Mission, Vision, Objectives of work area, How the work area fits in to the wider University, Operational and social areas to be visited (Offices, Labs, catering facilities; car parking facilities; etc.) |  |
| **Introduction to other members of staff**Go through local organisation chart, Discuss roles and responsibilities of staff in general terms.  |  |
| **Terms and conditions**Give details of the SEFS HR Manager to provide support on contract and terms and conditions | Helen O’Donoghue, SEFS HR Manager |
| **Culture of the work area**Hours of work; booking annual leave; public holidays;procedures relating to appointments during working hours (ie dentist); absence/sickness procedure; email etiquette |  |
| **Actions completed****Date: Line Manager’s signature:** **Employee’s signature:** |

**First Week/Month:**

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| **Communication/Action**  | **Manager’s Notes** |
| **General** | **Continue to Introduce individual to other members of staff**Introduction to colleagues and key contacts |  |
| **Introduction to other teams** (if appropriate)Outline University structure  |  |
| **Office systems**Systems and procedures including specialist equipment | Travel Approval systemPostgraduate Admin & Approval of examiners via M CotterWebsite and IRIS details/links |
| **Job Specific Training and Development**Details of role and key responsibilities; provide handover notes for role; Identify training requirements (if needed); create personal development plan | Online [GDPR](https://www.ucc.ie/en/gdpr/trainingandresources/) and [Safety](https://www.ucc.ie/en/occupationalhealthandsafety/training/) training |
| **Performance Standards**Set objectives and expectations; review process - Performance Development and Review |  |
| **Evaluation** | **Monitoring and Evaluation**Plan for ongoing regular review meetings; make adjustments |  |
| **Probation** | **Probation** Plan to follow policy and processes |  |
| **Actions completed****Date: Line Manager’s signature:** **Employee’s signature:** |