College of SEFS Induction Checklist	
Name of Employee Name	
School/College/Group	
Start Date	

Pre-Arrival	
Action	**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, pc, stationery, email address, 'phone number); 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	
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: Managers Signature:

First Day		
Communication/Action		**Manager's Notes**
First Day Administration	Check that the new employee has applied for a staff card	
Health and Safety	Nearest fire exit and evacuation procedures; fire alarms and timing of tests; accident reporting; location of nearest first aider; specific hazards	

	Communication/Action	Manager's Notes
Personal Security	Working out of office hours; Protection of personal property; how to contact security; UCC's data protection policy	
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	
	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: Manager's Signature: Employee's Signature:

First Week/Month	
Communication/Action	**Manager's Notes**
Continue to Introduce individual to other members of staff Introduction to colleagues and key contacts	
Introduction to other teams (if appropriate)	

General	Outline University and College structure	
	Office systems Systems and procedures including specialist equipment	
	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	
	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:** **Manager's Signature:** **Employee's Signature:**