

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.
✓	<ol style="list-style-type: none"> 1. Temporary, occasional, and agency staff: The Head of Unit is required Sponsor an Account using the Sponsored Account Service Request. Please ensure that the new staff member is provided with the correct ticket number after requesting a sponsored account, which they can reference when calling the Staff Service Desk on 0214902120 (option 1) in order to activate their IT account. 2. Core Staff will have their IT accounts automatically provisioned as part of their hiring process. Core staff will need to call IT Services on 0214902120 (option 1) and quote their staff number to activate their new IT Account.
✓	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
✓	Log a Computer Purchasing Ticket Once you receive an email stating that the device is ready for collection, provide the new staff member with the ticket number so that they can pick up their device from the Staff Service Desk (Kane Building, 3.34)
✓	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