

**Checklists to assist with new staff welcome and induction**

Use these lists as a guide to ensure you have or receive the relevant important information to assist you in your new job.

**Prior to employment**

- |    |  |                          |
|----|--|--------------------------|
| 1  | Main Terms and Conditions of employment / contract details | <input type="checkbox"/> |
| 2  | Starting salary and payment arrangements                   | <input type="checkbox"/> |
| 3  | Post title and place of work                               | <input type="checkbox"/> |
| 4  | Start date and hours of work (where applicable)            | <input type="checkbox"/> |
| 5  | Annual leave entitlement and holidays                      | <input type="checkbox"/> |
| 6  | Sickness procedure and entitlement                         | <input type="checkbox"/> |
| 7  | Overtime where applicable                                  | <input type="checkbox"/> |
| 8  | Notice periods   | <input type="checkbox"/> |
| 9  | Probation procedures where applicable                      | <input type="checkbox"/> |
| 10 | Pension details/superannuation                             | <input type="checkbox"/> |
| 11 | Relocation procedures where applicable                     | <input type="checkbox"/> |
| 12 | Job Description  | <input type="checkbox"/> |
| 13 | Where to report on first day                               | <input type="checkbox"/> |

You will need to provide the following relevant documentation or bring them on the first day:

- Evidence of qualifications
- NI Number
- Bank details
- Birth Certificate, Marriage Certificate (where applicable)
- Passport (where applicable)

### **First-days of employment (University wide)**

- |    |   |                          |
|----|---|--------------------------|
| 1  | Staff Handbook (online)   | <input type="checkbox"/> |
| 2  | All personnel policies and procedures (online)  | <input type="checkbox"/> |
| 3  | University Health and Safety Policy and Procedures (online)   | <input type="checkbox"/> |
| 4  | Equal Opportunities policies and procedures (online) includes all family-friendly policies                        | <input type="checkbox"/> |
| 5  | Staff Training and Development policy and guidelines and annual programme of events and courses (online/hardcopy) | <input type="checkbox"/> |
| 6  | Staff Identity card (smart card)  | <input type="checkbox"/> |
| 7  | Car Parking (arrangements and permit if required)   | <input type="checkbox"/> |
| 8  | Confirm salary and pension arrangements complete as applicable  | <input type="checkbox"/> |
| 9  | Queen's e mail account set up and online access   | <input type="checkbox"/> |
| 10 | Computing facilities – rules of use   | <input type="checkbox"/> |

### **First days of employment (Immediate Workplace information and job-related)**

- |    |   |                          |
|----|---|--------------------------|
| 11 | Your welcome to your department   | <input type="checkbox"/> |
| 12 | Meeting your manager and the Head of your department/unit   | <input type="checkbox"/> |
| 13 | Outline of the induction arrangements local to your department/unit   | <input type="checkbox"/> |
| 14 | Accident reporting procedure  | <input type="checkbox"/> |
| 15 | Meeting your colleagues   | <input type="checkbox"/> |
| 16 | Immediate workplace and resources   | <input type="checkbox"/> |
| 17 | Immediate duties, priorities, expectations and goals  | <input type="checkbox"/> |
| 18 | Wider goals and objectives of your department/unit, standards   | <input type="checkbox"/> |
| 19 | Workplace arrangements: working times, phones, breaks, appearance, car parking, security, personal safety, photocopying etc | <input type="checkbox"/> |

- |    |   |                          |
|----|---|--------------------------|
| 20 | Workplace specific Health and Safety arrangements: Accidents, Fire, First Aid, Emergency, responsible people, hazards, risks, personal protective equipment etc | <input type="checkbox"/> |
| 21 | No smoking policy   | <input type="checkbox"/> |
| 22 | Hardware/software ICT resources   | <input type="checkbox"/> |
| 23 | Departmental and other manuals and procedures of importance   | <input type="checkbox"/> |
| 24 | Staff reporting arrangements  | <input type="checkbox"/> |
| 25 | Student related information   | <input type="checkbox"/> |
| 26 | Access to library, periodicals, information systems   | <input type="checkbox"/> |
| 27 | Meetings you are required to attend   | <input type="checkbox"/> |
| 28 | Job shadowing or handover if applicable   | <input type="checkbox"/> |
| 29 | Required training and development   | <input type="checkbox"/> |
| 30 | Particular requirements or considerations e.g. disability, access   | <input type="checkbox"/> |
| 31 | Financial procedures  | <input type="checkbox"/> |
| 32 | Language barriers/jargon  | <input type="checkbox"/> |

### **First months of employment**

- |   |  |                          |
|---|--|--------------------------|
| 1 | Clarify any outstanding immediate workplace and job-related queries                      | <input type="checkbox"/> |
| 2 | Attendance at formal welcome and induction events  | <input type="checkbox"/> |
| 3 | Any particular needs issues addressed  | <input type="checkbox"/> |
| 4 | Arrange any training and development required  | <input type="checkbox"/> |
| 5 | Prepare for formal appraisal meetings to set objectives and discuss personal development | <input type="checkbox"/> |
| 6 | Meetings/contacts with other staff and colleagues outside your work area as required     | <input type="checkbox"/> |
| 7 | Communications – internal, mail, electronic, Queen’s Now, weekly Round Up                | <input type="checkbox"/> |

