

Employee Name:		Role:	
Start Date:		Institution/Department	

This checklist provides a framework to support induction to your new role. Your induction will include information about your local team and institution/department, plus access to further University-wide information. Your line manager and other relevant colleagues will support completion of these activities.

On your first day		✓
First Day Admin and Orientation	Introduced to key colleagues (including Head of Institution, line manager, team, department/institution administrator)	
	Provided with an overview of department/institution structure and the role of key sections and staff	
	Introduced to a point of contact or mentor for answering questions	
	Provided with a schedule of induction activities and an opportunity to discuss these	
	Given a tour of working environment and facilities	
	Working hours, break times, leave and absence explained as appropriate	
	Given user ID and instructions to access local and University computer, email and telephone networks	
	Shown how to find local telephone and email directories	
	Arrangements made to obtain a University Card from the Card Office	http://help.uis.cam.ac.uk/user-accounts-security/security/university-card
	Provided with key, access card or security code as required for entering and leaving work area	
	Provided with local and University induction material including: <ul style="list-style-type: none"> • Role profile • Copies of any relevant local policies/procedures • Any useful background reading material • Welcome/Information Pack 	
	Provided with stationery/other materials required and informed how to access/order future supplies	
	Local health, safety and security procedures explained	
Issued with any personal protective equipment required for role		

During your first week			✓
Meeting	<p>Discussed role, responsibilities and objectives with Head of Institution / line manager/other appropriate colleague.</p> <p>Discussed and agreed initial development needs, and planned how these will be met e.g. with support from colleagues, on-the-job training or wider provision.</p>	www.transkills.admin.cam.ac.uk/skills-portal	
Useful Information	<p>Logged into Employee Self-Service</p> <ul style="list-style-type: none"> Reviewed/updated your personal details and contact information Updated information we need to provide to the Higher Education Statistics Agency (HESA). More details about this can be found here: www.hr.admin.cam.ac.uk/hr-staff/hr-data/how-we-handle-your-personal-data Become familiar with how to access your on-line payslips <p><i>(It may take up to 2 weeks to access ESS. If you cannot log in straightaway then please try again in a week's time).</i></p>	www.hr.admin.cam.ac.uk/ess	
	<p>Reviewed information on University probation arrangements and discussed these with Head of Institution / line manager / other appropriate colleague. Agree a schedule for initial probation review meetings</p>	www.hr.admin.cam.ac.uk/recruitment/stage-5-supporting-new-employees/probation	
	<p>Read policies on Equal Opportunities, Dignity@Work, Children and Vulnerable Adults Safeguarding Policy, Bribery and Corruption and Data Protection.</p>	www.hr.admin.cam.ac.uk/policies-procedures www.information-compliance.admin.cam.ac.uk/files/data_protection_policy_final.pdf	
Training Requirements	<p>Completed the first four sections of Staff Induction Online (allow 30–45 minutes)</p>	www.training.cam.ac.uk/cppd/course/cppd-self1	
	<p>Completed the 'Safeguarding Yourself and Others' section of the Health and Safety Induction Online (allow 30-45 minutes)</p>	www.training.cam.ac.uk/ohss/course/ohss-safety60	
	<p>Book a place at one of the University "Welcome to Cambridge" events (½ day).</p> <p>New academic members of staff will be invited by PPD to attend an academic induction welcome event.</p>	www.training.cam.ac.uk/cppd/course/cppd-orient3	
	<p>Complete the Environment Sustainability Induction Module</p>	https://www.training.cam.ac.uk/envenergy/event/2537398	

During your first month			✓
Meeting	Discussed with Head of Institution / line manager / other appropriate colleague any emerging development needs and how these might be met	www.transkills.admin.cam.ac.uk/skills-portal www.ppd.admin.cam.ac.uk	
Useful Information	Read the appropriate Staff Guide or Assistant Staff Handbook and other information available about key details on terms and conditions, policies, practices, facilities, benefits and trade unions	www.hr.admin.cam.ac.uk/hr-staff/information-staff www.hr.admin.cam.ac.uk/hr-staff/information-new-starters	
Training Requirements	Completed the remaining four sections of Staff Induction Online (allow 30-45 minutes)	www.training.cam.ac.uk/cppd/course/cppd-self1	
	Completed Fire Safety Induction online (Allow 45 minutes)	www.training.cam.ac.uk/ohss/course/ohss-fire6	
	Completed the remaining sections of the Health and Safety Induction online (allow 30-45 minutes)	www.training.cam.ac.uk/ohss/course/ohss-safety60	
	Completed Equal and Diversity Essentials online training (allow 45 minutes – 1 hour)	www.equality.admin.cam.ac.uk/training/equality-diversity-online-training	
	Complete Data Protection Online Training (Allow 20 minutes)	www.training.cam.ac.uk/cppd/course/cppd-dataprot	
	Complete Bribery Act online training (allow 30 minutes)	www.training.cam.ac.uk/event/1863573	
	Staff who have responsibility for one or more of the following areas to complete Prevent Module 1 - An Introduction to the Prevent Duty Online (allow 45 minutes) <ul style="list-style-type: none"> ○ Teaching, supervisory or pastoral responsibilities for students ○ Professional service staff in staff or student support roles ○ Managing other staff ○ Coordination of events with external speakers ○ Facilities/room bookings 	www.vle.cam.ac.uk/course/view.php?id=117231	
	Complete the Environmental Sustainability Induction (allow 20 minutes)	www.environment.admin.cam.ac.uk/induction	

Employee Signature:	
Date checklist completed:	

Once complete, please return to your Institutional/Departmental administrator to retain on your local personnel file.