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| **Communication/Action** | **Manager’s Notes** | **Completed (tick)** |

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| **First Day Administration -**  **INFHR** | Meet with appropriate representative to check required payroll/HR paperwork: collect P45 (if available); NI number; original proof of qualifications and visa (if required), discuss probationary period. Absence reporting. **Terms and conditions:**Pensions, Trade Unions, HR: Grievance & Discipline, Equal Opps; Occupational Health; Counselling.Check that the new employee has received a staff card application and issue key | Direct to University HR Website for this information. |  |
| **Unconscious Bias Training** | All new members of staff are required to complete the University’s online mandatory unconscious bias training. Once this training has been completed please email your certificate to InfHR. |  |  |

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| **Health and Safety- relevant level office** | Nearest fire exit and evacuation procedures; fire alarms and timing of tests; accident reporting; location of nearest first aider; specific hazards |  |  |
| **Personal Security- relevant level office** | Working out of office hours; Protection of personal property; how to contact security |  |  |
| **General – Line Manger** | **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, toilets) |  |  |
| **Introduction to other staff members**Go through organisation chart. Discuss roles and responsibilities of staff in general terms. Assign a buddy who will introduce the new employee to key colleagues. |  |  |
| **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:**EMPLOYEE: PLEASE RETURN SIGNED FORM TO INFHR IN ROOM 5.39 |  |