

Name:  
First Day

|  | Communication/Action   | Manager's Notes                                       | Completed (tick) |
|--|--|---|------------------|
| First Day Administration - INFHR   | <p>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.</p> <p><b>Terms and conditions:</b><br/>Pensions, Trade Unions, HR: Grievance &amp; Discipline, Equal Opps; Occupational Health; Counselling.</p> <p>Check that the new employee has received a staff card application and issue key</p> | Direct to University HR Website for this information. |                  |
| Mandatory Training   | <p>All new members of staff are required to complete the University's online mandatory unconscious bias training, Data Protection Training, Information Security Essentials Training and if applicable Research Data Training. Once this training has been completed please email your certificate to InfHR.</p>   |   |                  |
| Health and Safety-relevant level office  | <p>Nearest fire exit and evacuation procedures; fire alarms and timing of tests; accident reporting; location of nearest first aider; specific hazards</p>   |   |                  |
| Personal Security-relevant level office  | <p>Working out of office hours; Protection of personal property; how to contact security</p>   |   |                  |
| General – Line Manager   | <p><b>Introduction to the University and work area</b><br/>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)</p>   |   |                  |
|  | <p><b>Introduction to other staff members</b><br/>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.</p>   |   |                  |
|  | <p><b>Culture of the work area</b><br/>Hours of work; booking annual leave; public holidays; procedures relating to appointments during working hours (ie dentist); absence/sickness procedure; email etiquette</p>  |   |                  |
| <p><b>Actions completed</b></p> <p><b>Date:</b> _____ <b>Manager's signature:</b> _____</p> <p><b>Employee's signature:</b> _____</p> <p>EMPLOYEE: PLEASE RETURN SIGNED FORM TO INFHR IN ROOM 5.39</p> |  |   |                  |

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