Your Induction Checklist

This is a printable version of the checklist is for your reference. For information and guidance on any of the below please refer to the [New Starter's Resource](https://www.stmarys.ac.uk/hr/organisational-development/induction/quick-start-guide-for-new-staff.aspx) on LinkedIn Learning.

Day One

|  |  |
| --- | --- |
| Meet your new manager and assigned buddy at an agreed location |  |
| Team introductions and office tour |  |
| ID Badge |  |
| Complete Computer Account Form and IT set up |  |
| Talk through the local induction plan with your manager |  |
| Essential information and admin   * Provide any requested documents to HR * Complete Health & Safety checklist * Find out about booking annual leave, working hours, sickness etc * Make sure your workstation is set up correctly * Find out about travel arrangements (parking, season ticket loans, cycle to work scheme) |  |
| Find the [New Starter’s LinkedIn Learning Pathway](https://www.stmarys.ac.uk/hr/organisational-development/induction/quick-start-guide-for-new-staff.aspx) |  |
| Set up email signature in line with St Mary’s brand guidelines |  |

Week One

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| --- | --- |
| Go on a tour of campus |  |
| Find out about St Mary’s History and Ethos |  |
| Understand St Mary’s brand and visual identity |  |
| Find out St Mary’s management structure |  |
| Probation objectives discussed and agreed |  |
| Probation review meeting dates arranged |  |

Month 1

|  |  |
| --- | --- |
| Read through key policies:   * Data protection * Equality and Diversity * Health and Safety * Financial Regulations * Procurement * Freedom of Information * Staff Development |  |
| Complete the Essential Training e-learning modules |  |
| Find out about development and wellbeing opportunities available |  |
| Find out about Staff Benefits and Employee Assistance Programme |  |