☐

☐



**HR24 Employee Induction Checklist**

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.

Employee Name Role

Start Date Institution

|  |  |  |
| --- | --- | --- |
| **Your First Day – The Basics:** | | |
|  | Introduction to key colleagues:   * Finance * HR * Stores * Principal Technician * Safety Manager * Line Manager * Head of Department/Department Administrator (if applicable) | Welcome and Orientation Activity |
|  | Introduction to a point of contact or mentor for answering questions |
|  | Introduction to local fire wardens and shown fire exits, call points, extinguisher locations, assembly point and general fire evacuation information. |
|  | Introduction to Chief First Aider, and discussion on additional first aid requirements where necessary. |
|  | Tour of working environment and facilities, including workspace & surrounding areas, toilets, coffee room, kitchen, notice boards, car and/or cycle parking |  |

|  |  |
| --- | --- |
|  | Explanation of working hours and break times, booking annual leave and reporting unplanned absence  Given your User ID and collected your Raven account, at reception to access local and University computer, email and telephone networks and directories.  Been given a temporary access card and directed on how to get a University Card from reception.  <http://help.uis.cam.ac.uk/user-accounts-security/security/university-card> |
|  |
|  |
|  | If applicable – Collected keys from Accounts Office (Room 124). A £10.00 deposit will be charged. |
|  | Complete [Display Screen Equipment (DSE) Assessment checklist](https://www.safety.admin.cam.ac.uk/policy-guidance/physical-and-workplace/hsd005p-display-screen-equipment-dse) (for those who will be working with a display screen for a significant part of their work). Return completed forms to [safety@plantsci.cam.ac.uk](file:///C:\Users\mdb66\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\25KLHOM7\safety@plantsci.cam.ac.uk) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your First Day – Introduction to the Role:** | | | |
|  | Given local and University induction material including your role profile, Employee Induction Checklist (HR24), information about the team and institution and copies of any relevant local policies / procedures. |  | Introduction to your role & induction programme |
|  | Given local induction handbook to read and signed the acknowledgement form. |
|  | Provided with a schedule of your induction programme and given an opportunity to discuss this |
|  | Issued any required equipment for your role, including any relevant Personal Protective Equipment (PPE). |

Discussion around initial development needs and plan how these will be met – for example, with support from colleagues, on-the-job training or wider provision.

* <https://universityofcambridgecloud.sharepoint.com/sites/LinkedInLearning>
* [http://www.ppd.admin.cam.ac.uk](http://www.ppd.admin.cam.ac.uk/)

Review the University probation arrangements and discuss with Head of Institution / line manager as appropriate. Agree a schedule for initial probation review meetings. <https://www.recruitment.admin.cam.ac.uk/induction-and-probation>

Discussion with your Head of Institution or line manager (as appropriate) about your role, responsibilities and objectives.

**Your First Week:**

Logging in to Employee Self-Service (ESS) <http://www.hr.admin.cam.ac.uk/ess>(access may take up to two weeks) to:

* Review and update your personal details and contact information.
* Update information needed 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](http://www.hr.admin.cam.ac.uk/hr-staff/hr-data/how-we-handle-your-personal-data).
* Become familiar with how to access your online payslips.

☐

☐

☐

☐

☐

☐

☐

☐

☐

Read the HR policies on [Equal Opportunities](https://www.hr.admin.cam.ac.uk/policies-procedures/equal-opportunities-policy), [Dignity at Work](https://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy), [Children and Adults at](https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-adults-risk-safeguarding-policy) [Risk Safeguarding](https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-adults-risk-safeguarding-policy). Further HR policies can be found at: <https://www.hr.admin.cam.ac.uk/policies-procedures/>

☐

Read the policies on [Conflict of Interest](https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-wide-conflict-interest-policy), [Data Protection](http://www.information-compliance.admin.cam.ac.uk/files/data_protection_policy_final.pdf) and [Bribery and Corruption](https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/policy-against-bribery-and-corruption). Further information can be found at: <https://www.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/>

☐

Update your University Look-up information. [https://www.recruitment.admin.cam.ac.uk/sites/www.recruitment.admin.cam.ac.uk/files/l](https://www.recruitment.admin.cam.ac.uk/sites/www.recruitment.admin.cam.ac.uk/files/lookup.pdf) [ookup.pdf](https://www.recruitment.admin.cam.ac.uk/sites/www.recruitment.admin.cam.ac.uk/files/lookup.pdf)

☐

Review information available on the Travel Advisory Service: [https://www.environment.admin.cam.ac.uk/news/free-personalised-travel-advice-](https://www.environment.admin.cam.ac.uk/news/free-personalised-travel-advice-university-staff-returning-work) [university-staff-returning-work](https://www.environment.admin.cam.ac.uk/news/free-personalised-travel-advice-university-staff-returning-work)

☐

If applicable – Purchasing via Cambridge University Finance System (CUFS): Have your Line Manager request access to CUFS via email to Del Hawtin ([dlh34@cam.ac.uk](mailto:dlh34@cam.ac.uk)), complete the Modern Slavery Act training <https://www.training.cam.ac.uk/event/3555414>and read the Financial Regulations document [https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations) [regulations](https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-regulations)

☐

If applicable – Printing/Photocopying/Scanning Access: Set up local printers on IT equipment via [computing@plantsci.cam.ac.uk](mailto:computing@plantsci.cam.ac.uk), added printing credit to your ID card via Accounts Office (Room 124) or email [accounts@plantsci.cam.ac.uk](mailto:accounts@plantsci.cam.ac.uk)

☐

☐

**Induction Training:**



|  |  |
| --- | --- |
|  |  |
| If applicable - Working in a Wet Laboratory: read the Biological (Including GM) page of the department website. Sign and return the compliance form at the end of the Code of Practice document.  [https://www.plantsci.cam.ac.uk/intranet/health-and-safety/risk-](https://www.plantsci.cam.ac.uk/intranet/health-and-safety/risk-assessments/biological) [assessments/biological](https://www.plantsci.cam.ac.uk/intranet/health-and-safety/risk-assessments/biological) |  |
| If applicable - Using the Plant Growth Facility (PGF): completed in- person induction with PGF Manager, read rules for booking and using the PGF; and completed the training and online test for PGF access.  [PGF Orientation slides](https://universityofcambridgecloud.sharepoint.com/:f:/r/sites/BOT_DepartmentofPlantSciences/Shared%20Documents/Plant%20Growth%20Facilities/Induction,%20Training,%20Responsibilities.doc?d=w87e72f45071240e2954000a2f44d4a5a&csf=1&web=1&e=Z5oG3g) |
| Equal and Diversity Essentials online training *(45 – 60 mins)* [www.equality.admin.cam.ac.uk/training/equality-diversity-online-](http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training) [training](http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training) |
| Understanding Unconscious Bias *(30 mins)*  <https://training.cam.ac.uk/event/2509496> |
| ‘Safeguarding Yourself and Others’ section of the Health and Safety Induction Online *(30-45 mins)* [www.training.cam.ac.uk/ohss/course/ohss-safety60](http://www.training.cam.ac.uk/ohss/course/ohss-safety60) |

|  |  |  |
| --- | --- | --- |
|  | Book a place at one of the University “Welcome to Cambridge” events *(½ day)*. [www.training.cam.ac.uk/cppd/course/cppd-orient3](http://www.training.cam.ac.uk/cppd/course/cppd-orient3)  New academic members of staff will be invited by [PPD](https://www.ppd.admin.cam.ac.uk/) to attend an academic induction welcome event. |  |
| Complete your cyber security induction course. <https://help.uis.cam.ac.uk/cyber-security-induction> |  |
| A close up of a sign  Description automatically generated | Staff Induction Online Module *(30-45 mins)*  [www.training.cam.ac.uk/cppd/course/cppd-self1](http://www.training.cam.ac.uk/cppd/course/cppd-self1) |  |
| Fire Safety Induction online *(45 mins)*  [www.training.cam.ac.uk/ohss/course/ohss-fire6](http://www.training.cam.ac.uk/ohss/course/ohss-fire6/) |  |
| Remaining sections of the Health and Safety Induction online *(30-45 mins)* [www.training.cam.ac.uk/ohss/course/ohss-safety60](http://www.training.cam.ac.uk/ohss/course/ohss-safety60/) |  |
| Complete the University online chemical safety training (for those working with hazardous chemicals): [www.training.cam.ac.uk/ohss/event/4390201](https://www.training.cam.ac.uk/ohss/event/4390201) |  |
| Data Protection Online Training *(20 mins)*  [www.training.cam.ac.uk/cppd/course/cppd-dataprot](http://www.training.cam.ac.uk/cppd/course/cppd-dataprot) |  |
| A close up of a sign  Description automatically generated | Anti-Bribery and Corruption training *(30 mins)*  <https://www.training.cam.ac.uk/fin/event/2650464> |  |
| Staff who have responsibility for one or more of the following areas to complete Prevent Module 1 - An Introduction to the Prevent Duty Online *(45 mins)*   * 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](http://www.vle.cam.ac.uk/course/view.php?id=117231) |  |
| Environmental Sustainability Induction *(20 mins)*  [www.environment.admin.cam.ac.uk/induction](https://www.environment.admin.cam.ac.uk/induction) |  |

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

|  |  |
| --- | --- |
| **Your First Month:** | |
|  | Attend a health & safety induction talk with the Department Safety Manager. These are usually held on the first Tuesday of each month. Your welcome email will include details of the upcoming talk. Attendance is mandatory. |
|  | Discussion with your Head of Institution or line manager (as appropriate) about any emerging development needs and how these may be overcome. |
|  | Familiarise yourself with the information on the Wellbeing and E&D webpages. <https://www.equality.admin.cam.ac.uk/> <https://www.wellbeing.admin.cam.ac.uk/> |
|  | 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](http://www.hr.admin.cam.ac.uk/hr-staff/information-staff) [www.hr.admin.cam.ac.uk/hr-staff/information-new-starters](http://www.hr.admin.cam.ac.uk/hr-staff/information-new-starters) |

Signed Date

# Upon completion of the activities above, please sign and date as above, and

**return to** [**reception@plantsci.cam.ac.uk**](mailto:reception@plantsci.cam.ac.uk) **to add this to your employee record.**