# Shape Description automatically generated with medium confidence**I’m a new starter - checklist**

This checklist provides useful information for all new starters to help you settle into your new role.

Your line manager, buddy or team members should be able to help you with any questions about the induction process, however if there is any further support you may need, please contact the Talent and Development Team at [staffdevelopment@napier.ac.uk](mailto:staffdevelopment@napier.ac.uk).

1. **Local Induction**

*An introduction to your role, team, school/department, and the University as a whole.*

*This is delivered by your line manager and team members.*

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| Activity | Useful links |  |
| Get connected to your email and networks. You can either access what you need to do through remote access or by using a managed laptop provided by the University.  If you are having technical issues, contact your manager or the IS service desk on 0131 455 3000. | [Managed Laptop Service](https://staff.napier.ac.uk/services/cit/Managed%20Laptop%20Service/Pages/Managed-Laptop-Service.aspx)  [The Virtual Desktop](https://staff.napier.ac.uk/services/cit/OffCampusServices/Pages/Virtual-Desktop-Service.aspx)  [Off Campus Service](https://staff.napier.ac.uk/services/cit/OffCampusServices/Pages/OffCampus.aspx) |  |
| Meet your Line Manager and your new team! This may be virtually or in-person, but either way send out a message on teams or email introducing yourself in case not everyone is in the office. | N/A |  |
| Meet your allocated buddy. Your manager will assign you a ‘Buddy’ on your first day. The aim of the buddying scheme is to help you settle into the University and your role as quickly and as smoothly as possible. If you have yet to be allocated a buddy, please speak to your manager about this.  You should meet your buddy either virtually or face to face within your first week. | [The Role of a Buddy](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/The%20role%20of%20a%20Buddy%20V2.pdf) |  |
| Familiarise yourself with HR Connect Self-Service. On this platform you can:   * + Update your personal information.   + Request annual leave.   + Book or cancel training events.   + Record performance and development objectives as part of My Contribution process.   The annual leave year runs from 1 September to 31 August. | [HR Connect Self-Service](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/dist/#/login?page=login)  [HR Connect intranet page](https://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/default.aspx)  [HR Connect FAQs](https://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/HRConnectFAQs.aspx)  [HR Connect User Guides](https://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/Help%20and%20Support.aspx)  [How to book my space on HR Connect](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/1.Book%20my%20space%20FINAL.pdf)  [How to cancel my space on HR Connect](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/2.How%20to%20cancel%20my%20course%20booking%20FINAL%2013.7.23.pdf)​  [How to add my name to the waitlist for a course on HR connect​](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/3.Waitlist%20-%20adding%20or%20removing%20my%20name%20FINAL.docx.pdf)  [Annual Leave and Fixed Holidays](https://staff.napier.ac.uk/services/hr/pay%20and%20benefits/Leave/Pages/Annual-Leave.aspx) |  |
| Familiarise yourself with the My Contribution process.  You’re expected to set initial My Contribution objectives for the year once you have been in the post for 12 weeks. | [My Contribution intranet page](https://staff.napier.ac.uk/services/hr/workingattheUniversity/MyContribution/Pages/My-Contribution.aspx) |  |
| Have a look at our Health & Wellbeing staff intranet site. There is a wealth of information for colleagues to support their own wellbeing, but also to know how to signpost others to resources. The site gives details about wellbeing pathways, training, resources and events.   * This includes our Employee Assistance Programme provider.   Inclusion is one of our values. Learn more about our strategy and resources on our intranet site.   * Our Staff Networks enable colleagues to connect with others from shared backgrounds. * There is a range of e-learning and training resources for all staff to learn more about Equality, Diversity and Inclusion, covering different topics, including Disability Awareness and Race Equality.   You may wish to have a look at the student wellbeing and inclusion pages on MyNapier in case you need to refer a student to support. | [Health & Wellbeing intranet pages](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/healthandwellbeing.aspx)  [Employee Assistance Programme](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Employee%20Assistance%20Programme.aspx)  [Inclusion intranet pages](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/EqualityDiversity.aspx)  [Staff Networks](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/Staff-Networks.aspx)  [Inclusion training and resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/Equality--Diversity-Training.aspx)  [Student Wellbeing](https://my.napier.ac.uk/wellbeing-support-and-inclusion) |  |

**2. Mandatory and recommended training**

*Four online courses to ensure the safety and security of all employees as well as the University along with induction events and links to help you identify other development to support you in your role.*

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| Activity | Links to Access |  |
| Complete the ErgoWize Assessment eLearning (hosted on Essential Skillz platform) – approx. 10 minutes. | [Guide on how to access EssentialSkillz Platform​​](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/Guide%20to%20Essential%20Skillz%20FINAL.pdf)  [Mandatory Training page](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Pages/%E2%80%8B%E2%80%8B%E2%80%8BMandatory%20training.aspx) |  |
| Complete the Fire Safety eLearning (hosted on Essential Skillz platform) – approx. 30 minutes. |  |
| Complete the Workstation eLearning (hosted on Essential Skillz platform) – approx. 40 minutes. |  |
| Complete the Data Protection (GDRP) eLearning (hosted on Essential Skillz platform) – approx. 50 minutes. |  |
| Complete the Equality & Diversity eLearning (hosted on Essential Skillz platform) - approx. 60 minutes. |  |
| Complete the Cyber Security eLearning (hosted on MetaCompliance) – approx. 15 minutes. | [Cyber Security Training page](https://staff.napier.ac.uk/services/cit/infosecurity/Pages/InformationSecurityTraining.aspx)  [Cyber Security pages](https://staff.napier.ac.uk/services/cit/infosecurity/Pages/InformationSecurity.aspx) |  |
| If relevant to your role, join the in-person event ‘Academic Induction: Peer support in Learning & Teaching’ – this event aims to welcome colleagues who are relatively new to teaching in HE to explore your role, duties and life as a lecturer. | For further information please email [DLTE@napier.ac.uk](mailto:DLTE@napier.ac.uk) |  |
| Another recommended learning events are:   * + Mental Health Awareness eLearning (hosted on Essential Skillz platform) – approx. 50 minutes. | [Guide on how to access EssentialSkillz Platform​​](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/Guide%20to%20Essential%20Skillz%20FINAL.pdf)  Then go to Library and scroll down to the course. |  |
| There are numerous departments within the University that provided various developmental opportunities and support. | [Talent and Development Team](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Pages/LearningDevelopment.aspx)  [Department of Learning and Teaching Enhancement (DLTE)](https://staff.napier.ac.uk/services/dlte/Pages/academic-induction.aspx)  [Research, Innovation & Enterprise (RIE)](https://staff.napier.ac.uk/services/research-innovation-office/Pages/Research--Innovation-Office.aspx)  [Learning Technology Hub](http://blogs.napier.ac.uk/learningtechnologyhub/)  [Health and Safety](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/EventsListing.aspx)  [Governance Office](https://staff.napier.ac.uk/services/governance-compliance/governance/Pages/IGTraining.aspx)  [Discover Learning](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Pages/Self-directed-learning.aspx) (self-directed learning)  Learning provided by [other ENU Teams](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Pages/Learning-provided-by-other-teams-within-the-University.aspx)  [Information Services](https://staff.napier.ac.uk/services/cit/NewAccounts/Pages/IntroductionNewStaff.aspx) |  |

**3. Useful information and resources**

*A wide breadth of information and webpages that you may find useful.*

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| Activity | Links to Access |  |
| Access the staff car parking pages if you need to arrange a car parking permit/temporary car parking space.  Have a look at our travel pages to decide on the best way to travel to any of the campuses. | [Staff Car Parking](https://staff.napier.ac.uk/services/facilities/servicedesk/Pages/StaffCarParking.aspx)  [Travel Pages](https://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Transport.aspx) |  |
| Have a look at the induction page on Edinburgh Napier staff intranet. | [Welcome to ENU page](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Pages/Induction-Landing-Page.aspx) |  |
| Familiarise yourself with the University History, Strategy, Values and Behaviours pages. | [Shaping our Future](https://staff.napier.ac.uk/services/principal/University%20Strategy/Pages/Shaping-Our-Future.aspx)  [University Strategy](https://staff.napier.ac.uk/services/principal/University%20Strategy/Pages/Shaping-Our-Future.aspx%22%20%20HYPERLINK%20%22https:/staff.napier.ac.uk/services/principal/University%20Strategy/Pages/University%20Strategy.aspx)  [Values and Behaviours](https://staff.napier.ac.uk/services/principal/University%20Strategy/Pages/University%20Strategy.aspx%22%20%EF%B7%9FHYPERLINK%20%22https:/staff.napier.ac.uk/services/principal/Documents/Values-and-behaviours-leaflet.pdf) |  |
| Find out more about our Schools. | [Our schools page](../Our%20schools) |  |
| Other useful information and contacts. | [Service Departments](https://staff.napier.ac.uk/services/Pages/ServiceDepartments.aspx)  [School Support Services](https://staff.napier.ac.uk/services/school-support-service/Pages/School-Support-Service.aspx)  [Academic Calendar](https://staff.napier.ac.uk/services/school-support-service/Pages/Academic-Calendar.aspx)  [Staff Directory](http://applications2.napier.ac.uk/StaffDirectory/)  [People Team (Human Resources)](https://staff.napier.ac.uk/services/hr/Pages/HR.aspx) |  |
| Familiarise yourself with the policies and procedures. Ask your line manager about any policies relevant to you and your role (i.e. flexible working, dignity at work, travel policies etc.).  Also, review the Complaints Handling Procedure for staff dealing with any complaints they or their team receive. | [Human Resources Policies, Procedures, & Guidance](https://staff.napier.ac.uk/services/hr/HRDocuments/Pages/Policy%20A-Z.aspx)  [Complaints Handling](https://staff.napier.ac.uk/services/governance-compliance/governance/AppealsComplaintsConduct/Pages/Complaints.aspx) |  |