**Shape

Description automatically generated with medium confidenceI’m inducting a new starter - checklist**

This checklist is for you as a manager to use when welcoming a new member of your team. Use it however would be most helpful for you: print it out, read it as a reference, take what you want and leave what you don't. If you have any feedback or require any further support, please email staffdevelopment@napier.ac.uk.

New start name:

**1 -2 weeks before start date**

|  |  |  |
| --- | --- | --- |
| Activity | Useful links |  |
| Contact your new starter to ensure they:   * Are able to ask any questions. * Are clear on their location of work, including any hybrid working requirements (if there is a particular day they are expected to work from the office, whether the role is entirely remote, their preferences, etc.). * Are aware how to get to any of the campuses and organise any car park/bike shed arrangements. * Are aware how you will communicate with each other prior to joining. | [Hybrid Working](https://staff.napier.ac.uk/services/hr/workingattheUniversity/Hybrid/Pages/Hybrid-Working.aspx)  [Travel pages](https://staff.napier.ac.uk/services/facilities/sustainability/transport/Pages/Transport.aspx)  [Staff Car Parking](https://staff.napier.ac.uk/services/facilities/servicedesk/Pages/StaffCarParking.aspx) |  |
| Arrange required IT equipment so that this is set up and available in advance of the start date. | [Arrange required IT equipment](https://staff.napier.ac.uk/services/cit/Pages/IT-Procurement.aspx) |  |
| Identify a buddy and ensure they are clear on their requirements. | [The Role of a Buddy](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/The%20role%20of%20a%20Buddy%20V2.pdf) |  |
| Consider and arrange any relevant meetings with team members as well as colleagues across the University that might be relevant for the new starter. | Here you may wish to add any information relevant to the new starter. |  |

**First week and beyond**

|  |  |  |
| --- | --- | --- |
| What you need to do | Links to help you do it |  |
| Provide the new starter with an overview of your department/School including structure charts, leaderships teams and any key contacts, etc. | Please add any relevant information/links for the new starter |  |
| Introduce them to:   * their role and responsibilities and signpost them to any relevant information. * the team (either in person, in a meeting, email, or Teams). | Please add any relevant information/links for the new starter |  |
| Discuss working hours and location (hours of work, lunch break, flexible working, hybrid working, holidays). | [Annual Leave and Fixed Holidays](https://staff.napier.ac.uk/services/hr/pay%20and%20benefits/Leave/Pages/Annual-Leave.aspx) |  |
| Provide them with a tour of the office and campus - desk area, meeting rooms, bathrooms, kitchens, canteen, library, reception (IPoint), greenspaces, emergency exits and any other working areas.  Ideally show them all campuses: Sighthill (nursing facilities); Craiglockhart (war poetry collection, garden area); Merchiston (Napier tower, the Lion Garden). | [Our campuses](https://www.napier.ac.uk/about-us/our-location/our-campuses)  [The War Poets collection](https://www.napier.ac.uk/about-us/our-location/our-campuses/special-collections/war-poets-collection)  [Merchiston Tower](https://brandhub.napier.ac.uk/d/ytKMNVT7tfta/our-brand#/john-napier-s-heritage) |  |
| Introduce them to their buddy and encourage them to set up a chat. | [The Role of a Buddy](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/The%20role%20of%20a%20Buddy%20V2.pdf) |  |
| Support them to set up their devices and log ins. | [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) |  |
| Make sure they have a copy of the New Starter Checklist. | [New Starter Checklist](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/I%27m%20a%20new%20starter%20checklist%20FINAL.docx) |  |
| It is important for new starters to become a functional member of the team. You may wish to:   * begin with a team meeting to enable the new start to meet their team members. * invite them to any regular/relevant meetings. * make them aware about any cyclical team meetings (e.g Principal’s view, Share it with Staff, etc.). | [Principal’s View](https://staff.napier.ac.uk/services/principal/University%20Strategy/Pages/Principal's-View.aspx) |  |
| Highlight specific communication within the team/department/school (MS Team sites, WhatsApp groups) as well as record management practices (S drive/H drive/SharePoint sites). | Please add any relevant information/links for the new starter |  |
| Add them to any mailing lists | [UniDesk](file:///C:/Users/40013948/Downloads/Induction/FINALS/UniDesk) |  |
| Make them aware of any role-specific platform (arrange access if required); relevant intranet web pages as well as the numerous support services, provided by different departments within the University. | [HR Connect](https://staff.napier.ac.uk/services/hr/workingattheUniversity/HRISReplacement/Pages/default.aspx)  [Resource Booker](https://resourcebooker.napier.ac.uk/)  <UniDesk>  [IS Services](https://staff.napier.ac.uk/services/information-services/Pages/Information-Services.aspx)  [Professional Service Departments](https://staff.napier.ac.uk/services/Pages/ServiceDepartments.aspx) |  |
| Encourage them to complete the four online Mandatory Training modules: Data Protection, Health & Safety, Equality and Diversity, and Cyber Security as well as to attend the in-person event ‘Induction: Working at Edinburgh Napier’ and ‘Academic Induction: Peer support in Learning & Teaching’ (if relevant to their role). | [Mandatory Training page](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Pages/Online-Induction.aspx)  [Guide on how to access EssentialSkillz Platform​​](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Induction/Documents/Guide%20to%20Essential%20Skillz%20FINAL.pdf)  [Learning Tab on HR Connect](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/dist/#/main/learning/courses)  [Department of Learning and Teaching Enhancement (DLTE)](https://staff.napier.ac.uk/services/dlte/Pages/academic-induction.aspx) |  |
| Introduce them to My Contribution process and available My Contribution learning sessions, also schedule your first 1:1.  Once the new starter is 12 weeks in post, ensure that the initial My Contribution objectives are set for the year. | [My Contribution pages](https://staff.napier.ac.uk/services/hr/workingattheUniversity/MyContribution/Pages/My-Contribution.aspx) |  |
| Ask them how they like to be managed and explain your approach to management and set up appropriate 1:1s and check-ins that work for you both. | N/A |  |
| Keep in touch with your new starter and continue your discussion around:   * career goals and development needs. * overall wellbeing: how are they feeling and adjusting to their new position? Are they happy with their working pattern? Do they need any additional support? * the way they felt about the induction process. | [Health & Wellbeing intranet pages](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/healthandwellbeing.aspx)  [Health & Wellbeing Resources](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Documents/Health%20and%20Wellbeing%20-%20Support%20to%20staff%20at%20ENU.pdf)  [Inclusion intranet pages](http://napierstaff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/EqualityDiversity.aspx)  [Student Wellbeing](https://www.napier.ac.uk/study-with-us/student-life/counselling-and-mental-wellbeing) |  |
| Signpost available employee support and developmental opportunities. | [Health & Wellbeing](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/healthandwellbeing.aspx)  [Inclusion](https://staff.napier.ac.uk/services/hr/workingattheUniversity/inclusion/Pages/EqualityDiversity.aspx)  [People Team](https://staff.napier.ac.uk/services/hr/Pages/HR.aspx)  [Talent & Development](https://staff.napier.ac.uk/services/hr/workingattheUniversity/TandD/Pages/LearningDevelopment.aspx)  [RIE](https://staff.napier.ac.uk/services/research-innovation-office/Pages/Research--Innovation-Office.aspx)  [DLTE](https://staff.napier.ac.uk/services/dlte/Pages/DLTE.aspx)  [Premium Benefits Scheme](file:///C:/Users/40013948/Downloads/Induction/FINALS/Premium%20Benefits%20Sche​me) |  |
| Check that they’ve completed their induction checklist and all mandatory trainings. | N/A |  |
| Arrange regular 1:1 meetings to continue guide and direct your colleague while you support them accordingly. | N/A |  |