

Welcome to Essex

Induction Checklist for Managers

To ensure that each induction programme has a positive impact for every new employee, it is vital that the induction process is managed effectively at a local level. This induction checklist for managers has been developed to provide reporting managers with appropriate information to manage the process so that every induction experience provides the best possible start to working at Essex.

Before Arrival

- Inform the new starter the date, time and where to report on their first day.
- Plan an induction programme for the first few weeks of employment to introduce them to their role.
- Identify and brief people who will be responsible for the induction and ensure that they schedule time to meet the new employee.
- Identify a main point of contact for the induction.
- Schedule time for the Head of Department to meet with new employee – preferably within the first week.
- Arrange for the new starter to meet with key people in the University with whom they will be working in relation to their role.
- Arrange for the new employee to be allocated an induction mentor and that they are familiar with mentor guidance.
- Brief colleagues on the new member of staff's arrival.
- Ensure email account is set up and working and that the new member of staff has access to appropriate University systems, especially Moodle for compulsory induction training.
- Arrange any necessary equipment: stationery, keys, name/door plate, uniform, induction pack (including departmental/section information).
- For staff based at the Southend Campus, arrange for a campus card to be issued with appropriate building control access.

First Day

- Welcome the new employee and introduce them to colleagues that will be involved with the early stages of their induction.
- Ensure that the new employee has received documents and information from Human Resources on appointment, including: their employment contract, Payroll Information Pack and Health Declaration Form (if required).
- Confirm that IT account is working and that they can access email and other required IT systems.
- Explain induction process and provide them with departmental/ section information relevant to their role.
- Ensure that the new member of staff is aware of travel arrangements (including car parking if based at Colchester Campus.)
- Ensure that the new employee has been given a tour of their local workplace

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- If the new member of staff is based at the Southend Campus, ensure they can access the Building User Guide on the Southend SharePoint site, which contains essential information.

First Week

- Ensure that the new starter is aware of their compulsory training requirements as part of their induction programme
- Ensure that the new starter has booked onto induction events (required for academic and research staff), and encourage attendance at induction networking events.
- Ensure that the induction checklist is completed by the end of the first week.
- Meet at the end of the first week to discuss the induction experience so far.
- Arrange times to meet regularly for the following few months.

First 6 months

- Ensure that sufficient time is allocated for the new employee to complete their compulsory training within the first 6 months of employment.
- Conduct regular reviews with the new employee to feedback progress with their role, behaviour and general performance.
- Log the content of the review meetings.

First Year

- Continue to conduct regular reviews (monthly- quarterly) with the new employee to feedback progress with their role, behaviour and general performance.
- Log the content of the review meetings.