New Employee
Induction Checklist

## Before your first day

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|  | Steps | Details |
|[ ]  **Documentation** | Ensure you have checked and signed your employment [contract.](https://www.essex.ac.uk/staff/starting-at-essex/my-contract) |
|[ ]   | Have your personal identification and any other required documents (e.g. passport, visa, work permit) ready for People and Culture if needed for verification on your first day of employment. |
|[ ]   | Prepare necessary documents from your previous employment, such as a P45, or equivalent, if required.Ensure you have received or collected a [Payroll Information Pack](https://www.essex.ac.uk/staff/pay-and-rewards/payroll-information-for-employees) from People and Culture |
|[ ]  **Pre-arrival communication** | Expect to receive a welcome email from your new line manager including details about what to expect for your induction. |
|[ ]   | Make a note of key contact numbers for people to speak to if there are any issues before or during your first day, as well as details of how to [find your way](https://findyourway.essex.ac.uk/) on each campus. |
|[ ]   | Where possible, communicate any accessibility needs ahead of arrival with your line manager so that [reasonable adjustments](https://www.essex.ac.uk/staff/health-and-wellbeing/reasonable-adjustments) can be made. |
|[ ]   | Research [travel and transport](https://www.essex.ac.uk/staff/travel-and-transport) options to campus, including [parking](https://www.essex.ac.uk/staff/staff-parking) arrangements. Secure any necessary parking permits if needed. |
|[ ]   | If you are relocating, ensure your accommodation is sorted out before your start date. Further information about [relocation assistance](https://www.essex.ac.uk/staff/starting-at-essex/removal-and-relocation) is available. |
|[ ]   | Familiarise yourself with the campus layout, how to get around and key buildings you will need to access. This can be found by searching for your campus on the [Staff Directory](https://www.essex.ac.uk/staff). |
|[ ]   | Understand your [health insurance](https://www.essex.ac.uk/staff/pay-and-rewards/health-insurance) options and how to enrol if it is a provision you need prior to starting work. |

## Your first two days

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|  | Steps | Details |
|[ ]  **Communication** | You will be welcomed by your line manager and introduced to your induction buddy and colleagues. |
|[ ]   | You will receive an induction plan for the first week or two. Share any questions with your line manager or induction buddy. |
|[ ]   | Provide documentation as required to support you to become an established employee. |
|[ ]   | Take a tour to familiarise yourself with key locations (refreshments, toilets, showers, eating places, and other services) and the campus. |
|[ ]  **Technical setup** | Ensure that you get started with [your IT account.](https://www.essex.ac.uk/staff/it-services/getting-started-with-it-for-staff) including University [internal telephone](https://www1.essex.ac.uk/Search/Phonebookresults.aspx) and email directorySet up your email signature, access shared drives, calendars and relevant email lists. |
|[ ]   | Learn about the purpose and how to navigate: the [Staff Directory,](https://www.essex.ac.uk/staff) [HR Organiser](https://hrorganiser.essex.ac.uk/tlive_lss/ess/dist/#/) and [Onbase](https://www.essex.ac.uk/staff/managing-people/onbase) (if you are on Pathway to Permanency).Update your staff profile. |
|[ ]   | Update your information on the School/Department pages as needed |
|[ ]   | Arrange your [staff campus card](https://www.essex.ac.uk/staff/starting-at-essex/campus-card). |
|[ ]   | Completed the [Health and Safety Induction Checklis](https://moodle.essex.ac.uk/pluginfile.php/1208913/mod_resource/content/0/Induction%20ChecklistJan20.pdf)t and Understand [health and safety](https://www.essex.ac.uk/staff/health-and-safety-support) protocols, including:Location of fire exits, first aid, emergency procedures, and risk and accident reporting. Report concerns about any fire risk or equipment to ems-helpdesk@essex.ac.uk |
|[ ]   | Complete a Display Screen Equipment [(DSE) self assessment](https://www.essex.ac.uk/staff/equipment-safety/display-screen-equipment) and share this with your line manager. |

## First two weeks

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|  | Steps | Details |
|[ ]  **Becoming established in your role** | Meet with your line manager to understand about your role, responsibilities and goals and priorities for the team. |
|[ ]   | Ensure that you complete the annual How We Work at Essex booster and any other role based [essential training.](https://www.essex.ac.uk/staff/professional-development-and-training/essential-training) |
|[ ]   | Log in to [HR Organiser](https://www.essex.ac.uk/staff/starting-at-essex/using-hr-organiser) to check and update your employment details. |
|[ ]   | Plan or identify work shadowing opportunities to learn processes and procedures relevant to your role. Discuss these with your line manager or induction buddy. |
|[ ]   | Identify staff [wellbeing](https://www.essex.ac.uk/staff/health-and-wellbeing) resources and [staff forums and networks](https://www.essex.ac.uk/staff/forums-and-networks) available to you. |
|[ ]   | Attend regular 1:1 meetings with your line manager at a frequency that works for both of you (preferably weekly as you get started). Take the time to prepare ahead of scheduled meeting.  |
|[ ]   | Meet with your line manager to share initial induction feedback and reflections. |
|[ ]   | Discuss and agree a Probation or Academic Agreement with your line manager. |

## Ongoing support and development

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|  | Steps | Details |
|[ ]  **Performance and feedback** | Have regular check-in meetings with your line manager to discuss your progress and any challenges in meeting your probation goals. |
|[ ]   | Provide feedback on your induction experience and any improvements that could be made. |
|[ ]   | Ensure you’re on track to complete all essential training and identify any additional role based essential training required for your role.Checking HR Organiser regularly for training and development opportunities. If fully booked, register your interest by adding your name to waiting lists where applicable. |

## Other Useful Information

[Starting at Essex](https://www.essex.ac.uk/staff/starting-at-essex)

[Probation](https://www.essex.ac.uk/staff/starting-at-essex/probation)

[All About University of Essex](https://www.essex.ac.uk/about)

[Trade Unions at Essex](https://www.essex.ac.uk/staff/governance/trade-unions-at-essex)

[University governance](https://www.essex.ac.uk/staff/governance)

[University strategy](https://www.essex.ac.uk/governance-and-strategy/university-strategy)

[University Partnerships](https://www.essex.ac.uk/staff/university-partnerships)

[Staff Benefits and Discounts](https://www.essex.ac.uk/staff/pay-and-rewards/benefits-and-discounts)

[Performance and Development Reviews](https://www.essex.ac.uk/staff/managing-people/conducting-appraisals)