

## New Starter Induction

<b>Name:</b>	<b>School/Department:</b>			
<b>Job title:</b>	<b>Start Date:</b>			
<b>Name of Mentor:</b>	<b>Name of Line Manager:</b>			
<b>First Day Welcome</b>			<b>Initialled</b>	<b>Dated</b>
Introduction to mentor. (By Line Manager)				
Introduction to colleagues.				
Tour of School or department: <ul style="list-style-type: none"> <li>• Cloakroom/toilet facilities</li> <li>• Tea and coffee facilities/ general catering facilities</li> </ul>				
Go through first page of Welcome to Birkbeck document (webpage - <a href="http://www.bbk.ac.uk/hr/new_staff/">http://www.bbk.ac.uk/hr/new_staff/</a> )				
Confirm hours of work.				
Confirm annual leave and confirm any holidays booked.				
Confirm absence policy/process.				
Collect / Obtain staff id card.				
<b>Health and Safety Matters</b>				
Explain what the fire alarm sound is like.				
Explain what to do in the event of a fire.				
Explain evacuation procedure.				
Show exit routes out of building.				
Notify name of School/Department/Section Safety Coordinator.				
Show where College plus School/Departmental Safety Policy is on the web.				
Show where accident reporting and first-aider list is on the web.				
<b>Getting Started</b>				
Explain staff directory on the internet.				
Give email address and telephone number (if not already told)				
Explain shared drives.				
Explain College Structure.				
Show organisational charts/lists on it.				
Pay Arrangements.				
Confirm pay dates.				
<b>Within First week</b>				
Tour of College Buildings.				
<b>Job Requirements (By Line Manager)</b>				
Inform Role and Responsibilities of the job and discuss/arrange any reasonable adjustments required to fulfil the role.				
Explain the probation procedure, outline the objectives and any supervision that will be required.				
Performance standards				

Inform of <a href="#">fixed term contract policy</a> (if applicable)		
<b>Health and Safety Matters (By Line Manager)</b>		
Ensure safety risk assessment relevant to role have been carried out.		
Identify any safety training needs and arrange training.		
Explain any responsibilities for safety supervision or monitoring.		
<b>Personal and Professional Development (By Line Manager)</b>		
Show all potential learning and development website e.g. courses and events.		
Sign up to invitation to the Introduction to Birkbeck day.		
<b>Miscellaneous</b>		
Using the College's Library facilities.		
Using ITS's computing facilities.		
<b>Meeting with Senior Staff</b>		
Meeting with the Dean / Director.		
Meeting with the Assistant Dean / Deputy Director.		
<b>Within First month</b>		
<b>Introduction to the Professional Services</b>		
Role of the Registry services; their website and who to contact.		
Role of the Finance; their website and who to contact.		
Role of ITS; their website and who to contact.		
Role of the HR; their website and who to contact.		
Role of the Estates and Facilities; their website and who to contact.		
Role of the External Relations; their website and who to contact.		
Role of the Planning and Business; their website and who to contact.		
Role of the Library and Media Services; their website and who to contact.		
<b>Equality and Diversity</b>		
Invitation to enrol on the College 'Equality, Diversity and You' online course for staff.		
<b>Health and safety</b>		
Health and safety induction pack completed. (Email sent by H&S Department)		
<b>Safeguarding</b>		
Safeguarding website.		

Induction Checklist Completed	
New Starter: <i>signature</i>	Date:
Line Manager: <i>signature</i>	Date:

**Please send completed forms to Human Resources, First Floor Egmont House, within 6 weeks of the new starter start date.**