Abertay University

Induction is an extremely important and beneficial development activity for new employees as it enables them to settle quickly into the University community and School/Service work environment, whilst supporting them to become competent, efficient and effective in their new role. Each element of induction is categorised as follows:

C = compulsory   **A** = advised   **O** = optional

All compulsory elements of induction <u>must</u> be completed. Clearly, some induction elements must be completed on the first day, whilst others can be covered in the subsequent days/weeks ahead, although all elements must be completed within 6 months of the employment start date. Induction should be completed by the School/Service, although some support can be available from the Senior HR Officer designated to the School/Service. Decisions on timescale, additional compulsory elements, and relevance of non-compulsory induction elements are taken within the individual School/Service.

Name of new employee	
Role Title	
School/Service	
Employment Start Date	

C-A-O	**School/Service Related**	**Completed** √	**Not Relevant**	**Date Completed** (DD/MM/YYY)
A	Overview of School/Service structure Including: - Introduction to key role holders and immediate work colleagues			
A	School/Service internal/external policies and procedures For example: - Academic-related policies and procedures - Operational policies and procedures			
A	School/Service operational procedures Including: - Absence reporting, annual leave - Financial Regulations (inc. expenses, APTOS/PECOS, etc.) - Internal/external postal system - Stationery arrangements and photocopying			
C	Organise Information Services (IS) account Including: - Awareness of relevant IS and related policies - Telephone system and key phone numbers			

C-A-O	**Environmental Safety & Security**	**Complete** √	**Not Relevant**	**Date Completed** (DD/MM/YYY)
C	Health & Safety Induction Checklist Please note: - Use documentation held on the Health & Safety Portal pages			

			Complete √	Not Relevant	Date Completed (DD/MM/YYY)
A	Tour of immediate workplace and clarify University facilities For example: - Main office, refreshment areas, toilets, Security Office, etc. - Library, Student Centre, Car Parking arrangements, Gym, etc.				
C	Emergency Exits and Evacuation Procedures Please note: - Issues of disability, health and any other relevant issues should be given due consideration and noted accordingly (see Head of School/Service and/or H&S Manager)				
C	Identify and ensure completion of all required safety and/or equipment training For example: - Equipment/Machinery specific to the School/Service - Computers, photocopiers, etc.				
C	Issue uniform and/or safety wear For example: - Protective clothing, safety boots, etc.				
C	Clarify security arrangements for the School/Service Including: - Security Office contact, out-of-hours working arrangements, etc.				
C	Clarify security arrangements for the School/Service Including: - University identification badge received - Security Office contact, out-of-hours working arrangements, etc.				

C-A-O	**Welfare**	Complete √	Not Relevant	Date Completed (DD/MM/YYY)
C	First Aid within the School/Service Including: - Identify local First Aider and the location of First Aid facilities - Accident Reporting procedures			
A	Contact details for Occupational Health Please note: - Issues of disability, health and any other relevant issues should be given due consideration			

C-A-O	**Staff Development & Training**	Complete √	Not Relevant	Date Completed (DD/MM/YYY)
C	Performance Management (PATHWAYS) Including: - Identify objectives - Expected professional behaviours clarified - Identify staff development and training needs - How to maintain a Personal Staff Development & Training Record (access via HR Web/Portal Staff Dev. & Training pages)			
C	Probation Including: - All probation requirements and support clarified Please note: (optional) - A Mentor or Coach can be identified if and when appropriate.			

			Complete √	Not Relevant	Date Completed (DD/MM/YYY)
C	University Policies & Procedures relating to employment Please note: - Documentation held on the HR Web/Portal pages				
C	University Policies & Procedures Including: - Financial Regulations (inc. Anti-Bribery & Corruption Policy) - Equality & Diversity, etc.				
C	Equality & Diversity in the Workplace e-learning module Please note: - Details to access the e-learning module are available from the Senior HR Officer designated to the School/Service.				
C	Book employee on Corporate Induction event Please note: - Contact the Senior HR Officer designated to the School/Service to make arrangements.				

C-A-O	General	Complete √	Not Relevant	Date Completed (DD/MM/YYY)
C	New employee's contract of employment Please note: - The contract of employment <u>must</u> be signed and returned to HR before or on the first day of starting work, along with the required personal information required by HR and Payroll.			
A	Employment issues Including: - Meet the Senior HR Officer designated to the School/Service.			
O	Staff Benefits information Please note: - Documentation held on the HR Web/Portal pages			
O	Recognised Trades Union membership – UCU / Unite Please note: - Information held on the HR Web/Portal pages			

When all required elements are completed the new employee and the line manager should sign below to confirm induction has been successfully concluded.

The new employee should record the completion of induction on their 'Personal Staff Development & Training Record' and keep a copy with their Performance Management (PATHWAYS) documentation. A copy should also be retained by the line manager with the member of staffs Performance Management (PATHWAYS) documentation.

Employee's name	
Signature	
Date	

Line Manager's name	
Signature	
Date	