

**LIVERPOOL HOPE UNIVERSITY – STAFF INDUCTION CHECKLIST**

This checklist is provided for you to support your Induction at Liverpool Hope University. It combines both the corporate induction programme you will attend and also your local induction programme.

You should work with your manager to plan how best to structure your induction.

The checklist once completed should be forwarded with appropriate signatures to the Personnel Office, where it will be kept as a record that effective induction has taken place.

It is the responsibility of both management and the new employee to ensure that all relevant elements are fully covered during the Induction period.

Depending on the nature of your role some of the items listed will vary in priority. Appendix One is attached to support you in identifying any initial development needs you require.

To further support your Induction further information can be viewed on the Webpages under Personnel.

We hope that you will enjoy working at Liverpool Hope University and help contribute to its continued success.

**INDUCTION CHECKLIST**

|  |  |
| --- | --- |
| **NAME** |  |
| **FACULTY/DEPARTMENT** |  |
| **START DATE** |  |
| **LINE MANAGER** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Corporate Induction | Manager/Department Responsible | Completed Date | Comments/Further Questions to be answered |
| **1** | **The University**  |  |  |  |
|  | Brief History |  |  |  |
|  | Mission and Values |  |  |  |
|  | University structure |  |  |  |
|  | Corporate Plan and Strategic Aims developments |  |  |  |
|  | Decision Making process and committee structure |  |  |  |
|  | The Vice Chancellor’s Office and Board of Governors |  |  |  |
| **2** | **Overview of the Faculties** |  |  |  |
|  | Education |  |  |  |
|  | Arts and Humanities |  |  |  |
|  | Sciences & Social Sciences |  |  |  |
| **3** | **Student Recruitment, Support and Well Being** |  |  |  |
| **4** | **Library and Learning Resources** |  |  |  |
| **5** | **Strategic Resource Management** |  |  |  |
| **6** | **Registry and QAE** |  |  |  |
| **7** | **Legal Requirements** |  |  |  |
| **8** | **Chaplaincy** |  |  |  |
| **9** | **Health and Safety** |  |  |  |
|  | Health and Safety Policies |  |  |  |
|  | Emergency Plans |  |  |  |
|  | Fire Safety |  |  |  |
|  | Accident Reporting |  |  |  |
|  | Safety Representatives |  |  |  |
| **10** | **Equal Opportunities and Diversity** |  |  |  |
| **11** | **Lecture Theatre Training** |  |  |  |
| **12** | **Information Technology** |  |  |  |
| **13** | **Facilities** |  |  |  |
| **14** | **General Conditions of Employment Explained** |  |  |  |
|  | Contract of employment, hours of work including overtime, lunch, periods of notice, written statement of terms |  |  |  |
|  | Wage/salary calculation method, and time of payment. Pay statement explained |  |  |  |
|  | Job grading and evaluation |  |  |  |
|  | Income Tax, National Insurance and other deductions |  |  |  |
|  | Holidays |  |  |  |
|  | Sickness leave medical statements and rules e.g. absence/reporting arrangements |  |  |  |
|  | Sick pay |  |  |  |
|  | Pension scheme |  |  |  |
|  | Employee Benefits |  |  |  |
|  | Staff Identity card obtained |  |  |  |
| **15** | **Liverpool Hope Policies Procedures and Rules** |  |  |  |
|  | Discipline |  |  |  |
|  | Grievance |  |  |  |
|  | Data Protection |  |  |  |
|  | Freedom of Information |  |  |  |
| **15** | **Education, Training and Promotion** |  |  |  |
|  | University training opportunities |  |  |  |
|  | Further education/training facilities |  |  |  |
|  | Staff Development Scheme |  |  |  |
|  | Performance Review Scheme |  |  |  |
|  | Promotion Scheme |  |  |  |
| **16** | **Employee Involvement and Communication** |  |  |  |
|  | Trade union recognition |  |  |  |
|  | Employee or trade union representatives |  |  |  |
|  | Consultative arrangements |  |  |  |
|  | Newsletters |  |  |  |
|  | Communication and briefing arrangements |  |  |  |
|  | Hope Website |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Local Induction** | **Responsible** | **Completed Date or N/A** | **Comments/Further Questions to be answered** |
| **1.** | **Prior to Arrival** | Line Manager |  |  |
| **2** | **Introductions to the Department**  | Line Manager |  |  |
|  | Welcome | Line Manager |  |  |
|  | Meet the Team | Line Manager |  |  |
|  | Contractual/Pay check everything is completed | Line Manager |  |  |
|  | Staff ID Card | Human Resources |  |  |
|  | Tour of relevant building | Line Manager |  |  |
| **3** | **Site Orientation** | Line Manager |  |  |
|  | Site Map | Line Manager |  |  |
|  | Post Address | Line Manager |  |  |
|  | Equipment – inc – telephones, filing cabinets etc | Line Manager |  |  |
|  | Layout of premises (access, exit, toilets) | Line Manager |  |  |
|  | Car parking arrangements | Line Manager |  |  |
|  | Local area map | Line Manager |  |  |
|  | Recycling points | Line Manager |  |  |
|  | Cash Points | Line Manager |  |  |
| **4** | **Local Health and Safety Awareness** | Line Manager |  |  |
|  | Fire Safety and emergency evacuation procedures | Line Manager |  |  |
|  | First Aid details | Line Manager |  |  |
|  | Work related hazards | Line Manager |  |  |
|  | Personal Protective Equipment | Line Manager |  |  |
|  | Security | Line Manager |  |  |
|  | Accident Forms | Line Manager |  |  |
| **5** | **Sustainability** |  |  |  |
|  | Departmental Recycling points | Line Manager |  |  |
|  | Departmental sustainability activities | Line Manager |  |  |
| **6** | **Job Role** | Line Manager |  |  |
|  | Describe work of Department | Line Manager |  |  |
|  | Discuss Management Arrangements | Line Manager |  |  |
|  | Job Description/Role Profile viewed | Line Manager |  |  |
|  | Job Description/Role Profile of any staff you manage | Line Manager |  |  |
|  | Administrative systems – expenses, hospitality, room bookings, reprographics etc | Line Manager |  |  |
|  | Meetings, Communications, Reporting structures | Line Manager |  |  |
|  | Performance Standards | Line Manager |  |  |
|  | Awareness University Services for relevant information – assessment regulations, student support, finance and purchasing regulations etc.  | Line Manager |  |  |
| **7** | **Terms and Conditions** | Line Manager |  |  |
|  | Ensure clear understanding from Corporate Induction Event  | Line Manager |  |  |
|  | Outline any particular local arrangements  | Line Manager |  |  |
|  | Absence Reporting/Leave arrangements | Line Manager |  |  |
|  | Probation process/discuss and agree objectives for the coming 3 months Explain Performance Review | Line Manager |  |  |

***Once all aspects of induction have been completed please sign below.***

***The inductee should retain a copy and a copy should be sent to Human Resources***

|  |  |  |
| --- | --- | --- |
|  | ***Signed*** | ***Date*** |
| **Line manager** | …………………………………………… | …………………. |
| **Inductee** | …………………………………………… | …………………. |

**Appendix One**

**Induction Training and Development Plan**

To feed into probation and appraisal system as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| ***Initial* learning and development needs specific to post** | **Agreed action and resources** | **Target date for completion** | **Achieved**✓**& signature** |
|  |  |  |  |