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**New Employee Checklist**

### This checklist is for use jointly by a manager and new member of staff. It is the manager’s responsibility to ensure that this is completed in a timely way.

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| Prior to Arrival | |
| Manager should:Announce appointment to colleaguesEnsure all equipment and access is available as outlined in Induction Coordinator GuidelinesEnsure a schedule is in place for week one. | New colleague should:Return signed contractRead information on website for new staff |
| On Arrival | |
| Payment and VisasStaff from within EU: Complete process.Staff from outside EU: Complete process. | ID Card and Parking Permit  * Obtain ID Card from HR * Obtain parking permit if required from Buildings & Estates. * Obtain access to buildings, library borrowings etc. |
| Introductions. Has your new colleague met the following people:ManagerInduction colleagueHead of Department/School/DirectorLocal administrator (if applicable)Immediate colleaguesMentor (if relevant) | Orientation. Is your new colleague aware of:  * Main work area and equipment * Where refreshments/food are available on campus * Where useful facilities are (bank, sports arena, toilet) * Mail collection point * Car parking areas and arrangements * General campus layout * Fire exits and assembly points |
| 5. Financial Information. Does your new colleague know:  * When payday is * Who to contact about salary issues * Overview of the pension scheme * How to access Core self service | 6. IT and Other Equipment. Can your new colleague do the following?  * Log onto my PC/laptop and email * Have access to a desk phone * Have access to a printer * Shared drives and directory structures * Sign up to email distribution lists * Access all relevant applications * Access email/info remotely * Use local intranet (if applicable) * Access the [New Staff Webpages](https://www.ul.ie/hrd/new-staff/) |
| 7. Operations in my area. Has your new colleague a clear understanding of:  * The University’s strategic plan * Department/Division purpose/ objectives/ plan * The structure for the area * Departmental calendar of events * Meetings I need to/can/should attend * Financial procedures and regulations, e.g. purchasing items, expenses policy * Expectations in regard to starting and finishing times; expected working hours and how breaks work * How to arrange annual leave * Confidentiality (needs to be covered by the manager) * An overview of all HR Services (if relevant) * The quality system (if relevant) including lessons learned. | 8. The Role: Has your new colleague:Discussed the expectations of the role with manager?Discussed the probationary period and confirmation process.Scheduled probation reviews in line with policy.Completed a PDR meeting.Enrolled in relevant training coursesAwareness of the competencies associated with the role. |
| 9. Health and Safety: Has your new colleague:Been made aware of all Health and Safety matters relating to the role. | 10. Policies and Procedures and Mandatory Training: Is your new colleague:Aware of the policies and procedures they need to read and mandatory training for completion prior to six month probationary review as outlined in the Six Month Checklist. |