

**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.
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| 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
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| 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/)
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| 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.  |