

New Starter Checklist

Get your new team member off to the best start.



The People team will contact your new starter when they have accepted their role with an official offer letter. This letter will include the following information;

- Role Name, Contracted hours, Pay and details of holidays/holiday pay.
- Details of documents/forms they will need to bring on their first day.
- A start date, that was agreed with yourself.
- Links to our New starter page of the staff Intranet and a Staff handbook.

The People team will set up the following accounts for them:

Itrent - Their iTrent account will be set up by the People Team at the next available payroll. This is usually around the middle of the month for monthly paid members of staff.

Staff Savvy - This will only be authorised once the right to work check has been completed, references returned and the manager confirms all necessary training has been completed.

Love to Learn - This will be ready to use on their first day, the username and password will be emailed directly to our Bars, venues, catering and cafe staff. All other staff will login with the password changeme and their username is their name all lowercase no spaces. *(If you need this setting up earlier than their first day then please let the People team know when confirming their employment details.)*

Lanyard - The people team will sort out a lanyard for your new starter.

Uniform - If your member of staff works in a front facing or operational team then you will have your own uniform arrangements locally. If your member of staff is one of the office staff or service teams then the People team holds a store of LUU staff branded items. Staff are eligible for a jumper and a T Shirt. Staff should contact hr@luu.ac.uk with their preferred size and arrange a time to try on the items.

Right to Work Documents

You need to ensure your new starter has the right to work in the UK. This is usually done by an employee bringing in a passport or other original documents or providing us with a share code.

The People Team will have informed your new starter what they need to bring or provide as evidence of their right to work. Bringing your new starter and their Right to work documents to the People team on their first day should be the number one stop on everyone's induction.

Without the right to work your new starters induction may need to be delayed.

You can learn more about the [types of evidence we require here](#).

Get ready for their arrival (At least 2 weeks in advance)

1. You need to **Email your new starter** to welcome them to their new role, make sure you include the following details.
 - What time you want them to start and where they will be working from.
 - What they need to bring/wear on their first day.
 - Ask them if they have any holidays booked already they will want to take.

2. If your staff member is working on a computer then you need to order/ organise some **IT equipment** for them to use. Put a ticket in with LittleFish Here you can;
 - Inform IT of a new starter
 - Order Equipment like monitor, laptop, mouse and keyboard.
 - Request a phone extension/headset
3. Will your staff member need an authentication device (fob/card) to access the offices on Level 1? You will need to [fill out this form](#) to request one, and the Tech team will sort this for you.
4. Have a conversation with your new starter to identify if they have a suitable home working station. This will be required if they intend to hybrid work.
5. **Plan out their induction.** This list is a good place to start but you will need to plan in time and people to train them in role specific inductions.

Top tip 💡

Use this document to plan your induction. Break up the list below into the information you want to cover each day that they are at work and add in any department specific content. That way you and your new starter know exactly what you are covering each day. Plan in time for questions and reflections on their induction.

6. **Prepare** their [Probation Review form](#) with the skills off the person specification and save local copies.
7. **Plan all the dates in your diary** for their Probation and Performance meetings. You can invite them along if they have an email address set up.


Elearning to complete

They will need to complete all the courses in their **Learning Pathway** which they can find on the **Dashboard page**. Their Learning Pathway will be called "Induction- (Team)". All of these have to be completed in their first three months at LUU however the sooner they complete courses, the sooner they are fully informed.

Dashboard Courses Like to learn by video? Click here

Learning Pathways

▼ All ▼
 ↓ Pathway name ▼
 Search for a pathway..
 Expanded ▼



Induction- _____ Team 0%

Welcome to LUU! We are so happy to have you start with us in your new role. This pathway has all the courses you need to complete for your induction. This pathway includes refresher training too so keep your eye out for messages from the system reminding you to complete these.

Your manager might ask you to complete some other courses on the system too that are specific to your role.

Top tip 💡

Plan out when your new starter will complete each of these Elearning courses. As they can do this by themselves it gives you chunks of time to work on your own stuff.

You may also need your staff to complete **additional Elearning** that doesn't fall in this section. The courses are:

[Computer User Health and Safety](#) - This course is mandatory for all staff who use computers.

[Staying Safe in the Digital world](#) - This course is mandatory for all staff who use computers but is recommended for all staff.

[Action Counters Terrorism ELearning](#) - Recommended for all staff.

[G-suite apps](#) - Good introduction to the G-suite tools for new starters.

[Additional Health and Safety Courses](#) - Additional courses for those in Building Management.

[Leadership Courses](#) - Additional courses for our managers and leaders.

[Recruiters Courses](#) - Additional courses for anyone who will be recruiting staff.

[Communicator courses](#) - Additional courses for staff in customer/student facing roles.

Top tip 💡

If you are asking a member of staff to complete some Elearning make sure you have done that course yourself. That way you can have more meaningful conversations with your staff about the learning and how you can put it into action at LUU.

Staff Policy

All staff in LUU should be aware of all the Staff policies in the handbook as they are applicable to our entire staff team. Allocate some time in your staff members induction where they can read the staff handbook and ask you any questions that they have. You will always find the most up to date handbook on our [Staff Policies page of the staff intranet](#).

Information you need to cover

Here is all the information you need to cover with your new starter. We have split it out into sections we think it makes sense to cover together and in an order we think is suitable for all our staff team. This is based on a new starter working full time hours.

Once you have completed this list and signed all the areas off with your new starter you need to return a completed induction checklist to hr@luu.ac.uk to go in their staff file.

Top tip 💡

This is our recommendation but so long as you cover all the information then you can move this order around, you can even add information to cover! Really make this checklist work for you and your new starter.

First Day



First thing

Task	Who	Where	Done?
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Meet the new starter at the agreed location and show them where they can store their belongings. <i>(If they are working in the building)</i>			
Bring your new starter and their Right to work to the People Team.			
Introduce the new starter to the team			
Go through the Induction plan with your new starter so they are clear what is happening over the next few days/weeks.			

Rest of the Day

Task	Who	Where	Done?
IT and Phone Setup <ul style="list-style-type: none"> Set up the 3cx Phone system on their computer using the email instructions they will have been sent by IT. Set up 2 step verification on their Google account, this will enable them to use all of the G-suite features. Set up a forward from their Gmail account to their outlook account so they don't miss any messages. Set them up on Skedda desk booking (if needed) and share the training. <p>💡 The Digital Services team have a solutions page which has loads of information and how to's for our staff team.</p>			
Department induction: <ul style="list-style-type: none"> Describe what your department does in LUU and how their role fits into that work Describe the department and structure and where it fits into the Union Introduction to your department's contribution to our Union Strategic plan 			
Job details , go through; <ul style="list-style-type: none"> Starting/finishing times/hours of work/Core hours. Lunch time cover arrangements (as appropriate) how long they are allocated for breaks. Location of staff room and the facilities. Staff savvy logging in and out. 			
Salary and Pay <ul style="list-style-type: none"> Check that salary arrangements are understood and they know how and when they will be paid. Who to contact in the event of a tax/pay/pension query (Manager/ LUU payroll) Go through the details of our Pension scheme and get them to contact People team for questions. <i>(Monthly staff)</i> 			

<ul style="list-style-type: none"> Go through the procedure for booking holidays/ Vacation weeks <i>(if applicable)</i> Bank Holiday arrangements / Closed days Give them an overview of our arrangements. Explain that all LUU Policy can be found in the staff handbook, but they will be covered in more detail in the first week. <p> <i>More information on Absence will be gained from their Elearning on Absence. consider them completing that course before you go through this section.</i></p>			
<p>Job and Development</p> <ul style="list-style-type: none"> Explain the roles duties/go through job description. Explain LUU's probation procedures and share the probation review form. Check whether the individual has any immediate staff development needs and utilise the courses on Love to Learn to meet these where possible. 			
<p>Show your new starter the work space and staff areas such as;</p> <ul style="list-style-type: none"> Toilets Staff room / Locker room Resource room Commercial and catering outlets Other department locations and office space. 			
<p>Make sure your new starter knows what to do in an emergency</p> <ul style="list-style-type: none"> Action to take on hearing the alarm Explain what the alarm sounds like; bell, siren, etc. (Clarify if there are any other alarms that go off in the area) Show them the evacuation route and any alternative routes. Show them the assembly point. Explain they are not to use lifts during an evacuation (Unless they have a PEEP which says there are to) <p> <i>More information on Evacuations will be gained from their Elearning Health and Safety for all consider them completing that course before you go through this section.</i></p>			
<p>Make sure your new starter knows what to do if they discover a fire.</p> <ul style="list-style-type: none"> Show them where the alarm points are and how to sound the alarm. Show them the location of fire fighting equipment. <p>Ask if your new starter needs a Personal Emergency Evacuation Plan (PEEP) if they do then get in touch with the People team who can help you to create one. <i>A Personal Emergency Evacuation Plan, or PEEP, is a bespoke "escape plan" for individuals who may have difficulties evacuating a building to a Total Place of Safety without support or assistance from others.</i></p>			
<p>Go through the Induction plan with your new starter so they are clear what is happening over the next few days/weeks.</p>			

If they wish to be a Hybrid Worker

Task	Who	Where	Done?
<p>There are some roles in LUU that are suitable to staff working in a Hybrid way, that is to work in the LUU building and their home during a working week.</p> <p>If staff wish to work in a Hybrid way then there is a process to follow which is laid out in this document here.</p> <p>Unless staff have been successfully processed as a Hybrid worker then they should be working in the LUU building 100% of the time.</p>			

First Week

Task	Who	Where	Done?
<p>Support and Benefits</p> <ul style="list-style-type: none"> Take a look at the Staff networks that are here as a forum for our people to come together, share ideas, raise awareness of challenges and support one another. Take a look at our Health Safety and Wellbeing support available to all our staff, if a staff member has concerns about a staff member they can report this to their line manager or a member of the People Team. Take a look and talk through our additional staff benefits. Share information about the trade unions represented at LUU who they can join if they wish. Talk about who they can approach in the event of grievance, harassment or concern. 			
<p>IT and Digital</p> <ul style="list-style-type: none"> Go through the LUU use of the Internet and email policy (<i>Where Relevant</i>) Introduce any software packages used in the department. (<i>Where Relevant</i>) Introduce any Social media channels used in the department (<i>Where relevant</i>). Explain how to log jobs/problems with IT Explain the Key date's calendar on outlook and how to add other people's calendars. 			
<p>Communication</p> <ul style="list-style-type: none"> Explain how and when your team meetings happen and what is included in them. Explain how to find and navigate the staff Intranet. 			

<ul style="list-style-type: none"> • Explain how to get something advertised in the all LUU all staff email. • Explain how to log jobs with building maintenance. • Explain who their Staff voice group rep is and what they do. • Take a look at the LUU organisation chart which identifies the make up of each of the teams in LUU. <p>💡 Lots of these links are 'Quick links' which are on every page of the staff intranet.</p>			
Health and Safety <ul style="list-style-type: none"> • Have your new starter read the LUU Health and Safety Policy • Explain the role of Occupational Health Service and how they can access this service http://www.leeds.ac.uk/occupationalhealth/ • Explain the current risk assessments for your area. • Arrange for completion of any additional local induction procedures relevant to the area. 			
Security and Safety <ul style="list-style-type: none"> • Issue fobs, keys and access codes if needed. • Explain the difference between University Security and LUU Duty Managers. • Share the UOL security phone number for emergencies ☎ 32222. • Share the LUU Duty manager phone number ☎ 07928614733. <p>Explain the following security procedures all our staff should follow:</p> <ul style="list-style-type: none"> • Ensure that offices/ work areas/computers are locked when leaving the area. • Ensure all departmental alarms are set (where relevant) • Explain where the staff only areas of LUU are and what to do if they see someone accessing/attempting to access these. 			
Travelling and Parking <p>Have a chat about the best way to get to campus, for their role.</p> <p>Go through their options for out of hours parking and applying for a Parking permit Parking for LUU Staff</p>			
Health and Safety <p>Discuss their personal safety when working outside normal hours or Lone working.</p>			

First Month

Task	Who	Where	Done?
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Their Role <ul style="list-style-type: none"> • Provide details of 'key' people that they need to meet for their job and arrange meetings. • Explanation of departmental objectives including relevant KPI'S. • Explain the Team meetings schedule and ensure they are in their calendar. • Give information, contact names and numbers of appropriate resources outside union. E.g. University, NUS, Department Suppliers etc. 			
Financial Procedures <ul style="list-style-type: none"> • If there is a responsibility for budget or projects with budgets then explain where the budgets can be found and give passwords. • If the new starter needs to view the P and L then they should be given an introduction to the sheet and shown how to use exchequer. • Have your new starter read the LUU Financial Policy and Procedures. 			
Learning and Development <ul style="list-style-type: none"> ▪ Agree any Induction based Learning and Development goals that are not covered already in their induction plan. ▪ Identify any further learning needs for the role or individual that may be longer term or part of their continuous professional development. 			
Sustainability <ul style="list-style-type: none"> • Before any items are purchased or disposed of, individuals should first consult the Reuse@Leeds website http://reuse.leeds.ac.uk/ • Explain that waste electrical items and batteries must be disposed of through the electrical bin in the loading bay and not thrown out into general waste. • Explain that non-essential equipment must be turned off at the end of the day. • Ensure they understand what we recycle in LUU and how to dispose of all waste. 			

Manager and Leader Induction

If your new starter is a Manager or Team Leader then there is some additional induction information to cover.

We have created a Manager Induction Checklist which has the necessary support and guidance on people management and processes. The document can be found in the [Google Docs Template Gallery](#).

Return your completed Induction checklist

Once your staff members induction is completed, then please send a digital copy of the completed induction checklist to hr@luu.ac.uk to sit in their staff file.

Post Induction

There is a lot of information to go through in an induction, so the last thing we want to do is add any more. But once you have been through your new starters induction you might want to talk about some of the following opportunities that might help them in their first year in the job.

Random Meet ups

Whilst your new starters induction allowed them to meet everyone they needed to do their job what about all the other awesome LUU staff? Get them to sign up to [Random Meet ups](#).

Shadow some teams/Roles

The variation of work that happens in LUU is amazing, why not get your new starter to spend some time a couple of the other areas of LUU to get a really great all round view of what LUU does. Just contact the manager of another team and organise a couple of hours to shadow. Working remotely? No worries, shadow a team meeting to get a flavour of what is happening in that team.

Observe a Better Forum

Our Better Forums run three times a year and they are a great place to observe and hear the voice of our members. [Find out when the next forum](#) is taking place and head along to observe.