

<b>On your first day</b>		<b>Admin/ Sponsor</b>
<input type="checkbox"/>	Introduced to key colleagues (including line manager, team, department/institution administrator)	A
<input type="checkbox"/>	Given an overview of department/institution structure and the role of key sections and staff	A
<input type="checkbox"/>	Introduced to a point of contact or mentor for answering questions	A
<input type="checkbox"/>	Provided with a schedule for induction activities and an opportunity to discuss these	A
<input type="checkbox"/>	Given a tour of working environment and facilities – own workspace and surrounding area, toilets, coffee room, kitchen, post pick up points, notice boards, car and/or cycle parking	A
<input type="checkbox"/>	Working hours and break times explained	A
<input type="checkbox"/>	Arrangements for booking annual leave and reporting unplanned absence explained	A
<input type="checkbox"/>	Given user id and instructions to access local and University computer, email and telephone networks	A
<input type="checkbox"/>	Shown how to find local telephone and email directories	A
<input type="checkbox"/>	Arrangements made to get a University Card from the Card Office (visit their website at <a href="http://www.admin.cam.ac.uk/offices/misd/univcard/">http://www.admin.cam.ac.uk/offices/misd/univcard/</a> for eligibility information and opening hours)	A
<input type="checkbox"/>	Given key, access card or security code as required for entering and leaving work area	A
<input type="checkbox"/>	Given local and University induction material including: <ul style="list-style-type: none"> <li>• Role description</li> <li>• A flyer for Induction Online (available from Departmental Administrator or CPPD)</li> <li>• Team and the institution</li> <li>• Copies of any relevant local policies/procedures (e.g. health and safety, security)</li> <li>• Any useful background reading material (e.g. reports, papers, process maps, manuals)</li> </ul>	A
<input type="checkbox"/>	Provided with stationery/other materials required and informed how to access/order future supplies	A
<input type="checkbox"/>	Local health, safety and security procedures explained (including emergency procedures, evacuation routes, assembly points, fire alarm test schedule, location of fire extinguishers and other safety devices, first aid arrangements, potential hazards and how to report accidents)	A
<input type="checkbox"/>	Issued with any personal protective equipment required for role	A

During your first week		
<input type="checkbox"/>	Discussed role description, key responsibilities and work objectives with line manager/other appropriate colleague	S
<input type="checkbox"/>	Agreed immediate training needs and planned how these will be met with line manager/other appropriate colleague (a personal development plan and learning log can be found at <a href="http://www.skills.cam.ac.uk/staff/pdp/">http://www.skills.cam.ac.uk/staff/pdp/</a> )	S
<input type="checkbox"/>	Reviewed information on University probation arrangements (found at <a href="http://www.admin.cam.ac.uk/cam-only/offices/hr/probation/">http://www.admin.cam.ac.uk/cam-only/offices/hr/probation/</a> ), discussed these with line manager/other appropriate colleague and scheduled first few probation review meetings	S
<input type="checkbox"/>	Read policies on Equal Opportunities, Dignity@Work, Children and Vulnerable Adults and Disciplinary Action, Grievances and Appeals (see <a href="http://www.admin.cam.ac.uk/offices/hr/policy/">http://www.admin.cam.ac.uk/offices/hr/policy/</a> )	
<input type="checkbox"/>	Completed Modules 1-4 of the Staff Induction Online (accessed via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/online/#">http://www.admin.cam.ac.uk/offices/hr/cppd/online/#</a> )	
<input type="checkbox"/>	Completed the 'Safeguarding Yourself and Others' module from the Health and Safety Induction Online (accessed via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/online/#">http://www.admin.cam.ac.uk/offices/hr/cppd/online/#</a> )	
<input type="checkbox"/>	Booked a place at University central induction events (information and booking found via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/information/new.html">http://www.admin.cam.ac.uk/offices/hr/cppd/information/new.html</a> )	
During your first month		
<input type="checkbox"/>	Discussed with line manager/other appropriate colleague any emerging training and development needs and how these might be met, including through opportunities provided centrally by the University (see <a href="http://www.skills.cam.ac.uk">http://www.skills.cam.ac.uk</a> and <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/">http://www.admin.cam.ac.uk/offices/hr/cppd/</a> )	S
<input type="checkbox"/>	Read Staff Guide or Assistant Staff Handbook and other information available at <a href="http://www.admin.cam.ac.uk/offices/hr/staff/">http://www.admin.cam.ac.uk/offices/hr/staff/</a> and <a href="http://www.admin.cam.ac.uk/offices/hr/staff/new/">http://www.admin.cam.ac.uk/offices/hr/staff/new/</a> for key details on terms and conditions, policies, practices, facilities, benefits and trade unions	
<input type="checkbox"/>	Completed Modules 5-8 of the Staff Induction Online (accessed via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/online/#">http://www.admin.cam.ac.uk/offices/hr/cppd/online/#</a> )	
<input type="checkbox"/>	Completed the remaining five modules of the Health and Safety Induction Online (accessed via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/online/#">http://www.admin.cam.ac.uk/offices/hr/cppd/online/#</a> )	
<input type="checkbox"/>	Completed Equal Opportunities and Diversity Essentials online training (accessed via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/online/#">http://www.admin.cam.ac.uk/offices/hr/cppd/online/#</a> )	
<input type="checkbox"/>	Completed Fire Safety Induction Online (accessed via <a href="http://www.admin.cam.ac.uk/offices/hr/cppd/online/#">http://www.admin.cam.ac.uk/offices/hr/cppd/online/#</a> )	

Employee Name:	
Employee Signature:	
Date checklist completed:	