



## Local Induction Checklist

Employee Name (BLOCK CAPITALS): \_\_\_\_\_

School/Area (BLOCK CAPITALS): \_\_\_\_\_

**Pre-employment Induction Checklist** (to be completed before the new staff member starts). Please tick when topic has been completed.

1. Manager/Head of Area to contact new staff member before start date.	
2. Name of Buddy/Work Colleague assigned.	
3. Manager/Head of Area with the responsibility to meet and welcome the new staff member on first day designated.	
4. Appropriate physical environment for “meet and greet” discussion made available.	
5. Desk/workspace/equipment (e.g. phone/computer etc) provided for new employee if appropriate.	
6. Check to ensure new staff member is set up for Payroll.	
7. Employees in relevant areas & security staff are informed of new staff member’s start date.	
8. Disability requirements reviewed (if relevant)	
9. Ensure staff member’s contract details are in order.	
10. Prepare any handover documentation/e-mails etc. (Ideally, if applicable, the Manager/Head of Area should ask any person leaving their department to prepare a handover document detailing the main topics they are working on and key contacts, so this can be passed on to the new staff member)	
11. Source any required training that the new starter will need (e.g. Finance systems or any local applications relevant to the area)	



**School/Area Information** (to be completed as soon as possible when new staff member starts). Please tick when topic has been discussed.

1. Introductions to other staff and tour of the School/Area. Tour of building should cover the following: Access to building, Fire Evacuation Assembly Point, photocopier, fax machine, printers, stationery stores, procedures for ordering supplies, mail, toilets, kitchens and break rooms.	
2. Staff ID Card – Bring new staff member to HR Reception to get their picture taken and Staff ID card prepared.	
3. Security Issues: e.g. contact number for 24 hour Security Centre is 01 8961317, Emergency number is 01 896 1999, Swipe Card access, keys, personal belongings etc.	
4. IT set up, passwords, Library Access	
5. Contact details for colleagues in School/Area.	
6. Contract of Employment: All staff members will receive a contract of employment outlining their terms and conditions. Signed contracts should be returned to Recruitment, Human Resources, House 4, Trinity College Dublin.	
7. Remind new staff member that College Policies & Procedures can be accessed at <a href="http://www.tcd.ie/hr">www.tcd.ie/hr</a>	
8. Procedure regarding claiming expenses if applicable (e.g. general expenses or relocation expenses if applicable).	
9. Contact details of designated support colleagues, Dignity & Respect policy and Equality Policy.	
10. Sick Leave policy & who to contact when absent or sick.	
11. Grievance & Disciplinary Procedure.	
12. Details of “local arrangements” regarding annual leave and working hours.	
13. Dress Codes (if applicable).	
14. Information on parking facilities can be found at: <a href="http://www.tcd.ie/Buildings/parkingcollege.php">http://www.tcd.ie/Buildings/parkingcollege.php</a>	
15. Inform new staff member of where to access their payslip at the following link: <a href="https://www.tcd.ie/hr/CorePortal/">https://www.tcd.ie/hr/CorePortal/</a>	



**Health & Safety Information** (please tick when topic has been discussed)

1. Details of fire exits and emergency procedures.	
2. Location of Fire Evacuation point.	
3. Location of First Aid kit and who to report accidents/near misses to.	
4. Location of fire extinguishers.	
5. Names/locations of Fire Marshalls/Fire Wardens.	
6. Details of hazardous materials on site (if applicable).	
7. Details of contact number for security or emergency issues: e.g. contact number for 24 hour Security Centre is 01 8961317, Emergency number is 01 896 1999.	
8. TCD Safety Statement can be found at: <a href="https://www.tcd.ie/Buildings/Safety/safetystatement.php">https://www.tcd.ie/Buildings/Safety/safetystatement.php</a>	
9. Further Health & Safety information can be found at: <a href="http://www.tcd.ie/Buildings/Safety/safetyhealthandwelfare.php">http://www.tcd.ie/Buildings/Safety/safetyhealthandwelfare.php</a>	



**Teaching & Research (if applicable):** (please tick when topic has been discussed)

1. Details on current teaching & research in the School.	
2. Details regarding Blackboard virtual learning environment and how to access training on this system.	
3. Information on timetabling.	
4. Guidelines on lecturing.	
5. Exams process & timelines/responsibilities regarding exam script preparation.	
6. Details of Library services can be found at: <a href="http://www.tcd.ie/Library/">http://www.tcd.ie/Library/</a>	
7. Information on Research Support System can be accessed at the following site: <a href="https://www.tcd.ie/research/dean/rss/about/">https://www.tcd.ie/research/dean/rss/about/</a>	
8. How to subscribe to the College's research focus circulation list (funding opportunities are circulated) – details are given at: <a href="https://www.tcd.ie/research_innovation/research/support-services/research-focus.php">https://www.tcd.ie/research_innovation/research/support-services/research-focus.php</a>	
9. Grant applications process. Note: All research applications sent to external funding agencies have to be endorsed via the Head of School and Research Development Office	
10. All open calls are advertised via the College's RPAMS system: <a href="https://rpams.tcd.ie/sites/rpams/Lists/FundingCall/opencalls.aspx">https://rpams.tcd.ie/sites/rpams/Lists/FundingCall/opencalls.aspx</a>	
11. All staff involved in research should be aware of and adhere to the College's Policy on Good Research Practice: <a href="https://www.tcd.ie/research/dean/policies/">https://www.tcd.ie/research/dean/policies/</a>	



**Job Information** (please tick when topic has been discussed)

1. Outline Probation Review date(s) and important tasks/goals the staff member needs to be aware of during the year.	
2. Details of the specific duties/expectations of the role.	
3. Outline of the immediate work plan for the staff member.	
4. Reporting and communication lines in the School/Area.	
5. Overview of the responsibilities assigned to others in the School/Area.	
6. Talk through the Organisation Chart for the School/Area.	
7. Overview of Trinity College Dublin strategy and how it applies to the School/Area.	
8. Overview of the School/Area strategy and how it applies to the staff member's work.	
9. General information on projects and committees relevant to the School/Area.	
10. To access training and development opportunities, please review the following links: <a href="http://www.tcd.ie/hr/development/">http://www.tcd.ie/hr/development/</a> and <a href="https://www.tcd.ie/hr/assets/pdf/procedure11-feeremission.pdf">https://www.tcd.ie/hr/assets/pdf/procedure11-feeremission.pdf</a> Please note that staff must consult with their manager prior to booking on any of these courses.	
11. Academic staff may access further resources in the Academic Practice and e-Learning Unit at the following site: <a href="http://www.tcd.ie/CAPSL/">http://www.tcd.ie/CAPSL/</a>	

**Signature of Manager:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of new staff member:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_