Induction Checklist

Your First Days at King's

There are a few mandatory items which you will need to complete in your first day, and several links to help you explore King's webpages. Some points are for all staff, others are specific to Professional Services or Academics. Make a note of any areas which are not quite clear so you can speak to your line manager or induction mentor to help you find out the answers.

Academic / PS	Day One and Two	Notes	✓
All	Finalise your HR forms at James Clark Maxwell Building (if not completed before start): • Signed contract • ID paperwork, passport, visas, NI number, P45 / P46 forms • Degree Certificates		
All	Complete an ID request form with your line manager, collect your ID card from Security in Strand, Franklin-Wilkins Building or Guy's (information here).		
All	For Library Services access, collect your log in details from the Maughan Library / Guy's Library.		
All	Tour of local workplace (with Line Manager or Buddy) • Neighbouring offices, manager's office, finance and admin offices, labs and other key areas • Introductions with first aider, safety officers, evacuation controllers and other roles • Photocopier, printer and fax locations • Stationery supplies • Internal mail systems • Toilets • Kitchen, canteen and facilities on site.		
All	HR have designed an induction exercise for new starters. Work through these and bring any queries to your buddy or line manager: • internal.kcl.ac.uk/hr/info/InductionExercise.pdf		
All	Meet with your line manager to clarify any questions around: • Core working hours, breaks, and out-of-hours working • Major responsibilities of your role • Probation requirements (Full details on Non academic and academic probation) • Private phone calls, post and internet use, alcohol rules • Regular meetings you should attend • Key contacts and introduction meetings • Flexible working options • Sickness and annual leave recording (via TeamSeer) • Any mandatory and training requests (look at Skills Forge and appendix one for ideas) • The PDR process.		

Your First Two Weeks at King's

There are a few essential checkpoints for your first fortnight, and there's plenty of other information to start absorbing. By the end of your first week you will be establishing your own work patterns, and getting to grips with King's jargon and local acronyms. The lists below are split into 'essential checkpoints', 'being part of King's community' and 'useful signposts'.

Academic / PS / both	Essential Checkpoints	Notes	✓
All	Complete Health & Safety and Fire Safety inductions		
All	Complete General Data Protection Regulation (GDPR) training		
All	With your line manager, arrange access and permissions for relevant systems, KCeP (finance), TeamSeer (A/L), DropBoxes and SharePoint sites. The list here might be useful.		
All	With your line manager identify email lists and regular committees and ask to be added to the contact lists.		
All	Ensure you are aware of the finance and purchasing/ordering procedures you may use		
All	Read and bookmark King's expenses policy		
Academic	Discuss your teaching arrangements with Programme, Department or School Manager, including SITS and KEATS training.		
Academic	Enrol in Research Degree Supervisor training course		
Academic	Discuss enrolment in PGCAPHE, the expected teaching course for probationary academic staff		
Academic	Setup check points with your probationary mentor		
All	Record probation report dates		

Academic / PS / both	Being Part of King's Community	Notes	✓
All	Add yourself to the Staff Directory, upload biography and photo to PURE and local area website.		
All	Update photoboard (if applicable)		
	Explore the King's website and intranet • King's Research page and Research Ethics policy • Arts & Sciences webpages • Faculty /Department / Division pages • Organisational Development and Researcher Development Unit • Arts & Sciences Diversity & Inclusion pages • Central pages – structure of King's and strategic aims.		
All	Locate development and networking opportunities		

Academic / PS / both	Useful Signposts	Notes	✓
All	Take a look at the structure of King's		
All	Explore central policies and information on: • Staff benefits • Annual Closure Days • Flexible working policy • Support for parents • Dignity at work statement • Grievance Procedure for Academic staff • Discipline and Grievance Procedure for non academic staff • Parental Leave policy • Diversity and Inclusion, Athena SWAN and Race Equality Charter Mark • Pension information • Widening Participation • Communicating Considerately Charter • Sustainability policy • Trade Unions UCU, Unison, Unite Employee Assistance Programme • Travel insurance details might be useful if you attend conferences abroad.		
All	Bookmark and learn to use central support services such as: • Room bookings • AV requests • Catering and hospitality • Events • IT helpdesk • King's Branding.		