



UNIVERSITY OF LEEDS

New staff induction checklist

peopledevelopment.leeds.ac.uk/new-staff-welcome



University of Leeds Induction Checklist

How to use this document

These guidelines are intended to help the person responsible for inducting the new member of staff. It is not an exhaustive list and may therefore be modified to incorporate local induction practices. It should be jointly completed with the new member of staff and the person responsible for inducting them.

Preparation before the new person arrives to be done by the person responsible for inducting

Prepare an induction pack

HR will send the new appointee their contract and payroll form. In addition, you will need to send the following to new appointees prior to their start date and this can be physical or digital.

- [Get email address and user ID](#)
- Departmental structure chart
- [Staff Guide](#)

Confirm first day arrangements

- Advise where, when and who to report to on their first day and advise of working time and break arrangements
- Offer the opportunity to discuss any reasonable adjustments that need to be made both now and in the future
- Provide details of their induction programme and advise them to book their place on the [OD&PL welcome event](#) for new staff

Prepare for arrival

On Campus

- Organise workspace office/furniture
- Make sure all personal and desk stationery is ordered
- Get keys cut / fobs created and arrange any access needed to restricted areas
- [Arrange an appointment with PCB for staff ID](#)

Online

- Add their name to staff lists
- [Contact your telephone liaison officer](#) (requires login to the IT website) to create a new extension number for the new starter. If you do not have a liaison office, submit a request using 'Request Something' link on [the IT homepage](#).
- Arrange any passwords needed for SAP, KRISTAL etc.

Get relevant documentation together: Such as departmental contacts, University strategy and values, school/service plan, relevant policies, and procedures.

Introduce the new colleague to the department: This can be done by email and on Teams to introduce the new colleague and assign a mentor / 'buddy' / probationary adviser.

First day

Make sure that you are available to meet with the individual when they arrive for their first day. It is important that we make new starters feel welcome and connected with the university when they join. Below is a list of information which will be useful when inducting them to the team. It has been designed as a starting point for their induction and is not an exhaustive list.

University

- Introduction to the [University of Leeds Strategy 2020-2030](#) and [the Enabling Strategy](#) which supports it.
- Introduction to the [values and responsibilities at the University](#)
- Introduction to [how our University operates](#)
- Introduction to the [HE sector](#)
- To view a [map of campus](#)

Department

- Brief description of the department and how it fits into the University
- Introduce the department, service or school's strategic plan and objectives, showing where it aligns to the wider University Strategic Plan
- Explain management structure of department and who post-holder reports to on a day-to-day basis
- Team meetings schedule – add into preparation before someone joins, make sure that you invite the individual to team meetings etc.

Role and Responsibilities

- Ensure new starter can log on to relevant systems
- Explain the individual duties, going through their job description
- Introduction to other staff, explain their roles and encourage them to make introduction meetings
- Ensure the new starter is aware of [the university welcome event for new staff](#)
- Arrange for inclusion on departmental web site
- Discuss working times e.g., start and finish times, lunch breaks and overtime where appropriate
- Offer the opportunity to discuss any reasonable adjustments which need to be made with either their manager or HR

Health & Safety

- To view more information, you can visit the [Health & Safety webpage](#)
- Fire evacuation procedures – cover the fire alarm and evacuation procedure in the area
- Local first aid and calling an ambulance – show where to find first aid supplies, introduce the first aider and cover how to summon an ambulance (call 999 + security)
- Local Health & Safety information – introduce the safety information within the school or service relevant to the role

HR

- Introduce to [HR website](#)
- Explain the local process for sickness and absence (see policy section below)
- Outline their [annual leave entitlement](#) and the procedure for booking.
- Go through the probationary process and procedure
- Give information and contact names and numbers of appropriate staff outside department e.g. RIS, IT, HR, OD&PL etc.

On Campus

- Arrange for ID card to be produced with Print and Copy Bureau
- Security office - telephone number for emergencies ☎ 32222
- Reporting suspect packages/people
- Ensure cars, offices locked when left
- Non-liability of University in insurance claims for loss of property
- Departmental alarms, videos, secure areas
- Departmental Critical Incident Management Plan and new person's emergency contact number and next of kin contact details
- Location of toilets, coffee room/kitchen, drinking water, first aid (or rest) rooms, photocopier, mail delivery location etc.
- Issue keys and pin-numbers if appropriate

First Week

Wellbeing Support

- [Occupational Health](#)
- [Staff Counselling & Psychological Support Service](#)
- [Sport and Physical Activity](#)
- [Wellbeing Safety and Health](#)
- The University's commitment to [supporting the mental health of staff](#)

Computing and Library

- Online [IT induction](#)
- Using the [Library](#)
- Notify staff of relevant systems e.g., Publications Database for Academic staff, SAP and arrange training if necessary
- Make new starter aware of the [digital essentials training](#) available on LinkedIn Learning

Mandatory Information and Training

- All staff must annually complete [the Information Governance training programme, hosted in Learning Pool](#) (requires login). You will receive an email from the Learning Pool system once you have been enrolled, with guidance on how to access the training.
- All staff must be aware of the [Code of Conduct](#) and complete the online Professional Behaviours and Relationships training on Minerva.
- The [Introduction to Equality and Inclusion module on Minerva](#) (requires login) provides all staff with a baseline perspective on Equality and Inclusion at Leeds.
- The [Sustainability in Practice module on Minerva](#) (requires login) is appropriate for all staff and is designed to explore the fundamentals of sustainability. You will explore what sustainability is, why it is important and what part you can play.

To [access e-learning modules on Minerva](#), log in using your University IT details and select the Teach tab at the top right of your screen. Click on the Organisations tab on the left of the screen, under the Teach heading.

Health & Safety

- Overall safety points for becoming accustomed to working in a new area - cover important safety requirements for the role, the training required and where to ask questions or report problems
- Personal Health and Safety responsibilities - ensure new starter is clear that they have important safety responsibilities to themselves and others. Also see the University Safety Policy.
- Mandatory Health and Safety e-learning - show the safety e-learning that must be completed

- Local safety information and risk assessments - show relevant safety documents/information needed to understand safety implications
- Reporting hazards and concerns - ensure new starter knows who to speak to about safety matters
- Key safety contacts - identify and (if possible) meet those in safety-related roles such as first aider, fire warden, H&S Coordinator etc.
- Accident reporting - identify where to report accidents or incidents
- Occupational Health Service (OHS) - introduce OHS and review surveillance requirements associated with the role
- Additional induction and safety training - point new starter to any additional inductions or training needed within the school/service

- More information on all these points can be found on the [Health & Safety staff induction page](#)

Staff development

The University offers an extensive range of development opportunities for all staff. It is the responsibility of both individuals and their managers to define their development needs as part of setting their individual targets and objectives

- Introduce them to the [OD&PL website](#) which covers support in the following areas: Leadership and Professional Practice, Student Education Development, Researcher Development and Culture and Digital Practice
- Introduction to the [Staff Review & Development Scheme](#) including how it works and the link to further information
- Explain that as a member of staff they will have free access to [LinkedIn Learning](#) which has over 15,000 courses

The following is relevant if the staff member is responsible for leading and managing people:

- Review [Management Essentials suite](#) of courses
- The [Leadership Development Programmes](#)

Trade Unions

UCU

Why join the University and College Union? UCU is the trade union that is officially recognised by Leeds University to negotiate on behalf of academic and academic-related (professional and managerial) staff. By joining UCU you will be able to:

- Benefit from advice and support (including, if necessary, legal advice) on difficulties that arise in the workplace after you have joined the Union.
- Have your say in shaping UCU's position in negotiations with Leeds University about our terms and conditions.
- Be part of the organisation that negotiates at national level on the pay, pensions, and working conditions of academic and academic-related staff.

The [Leeds UCU branch](#) is one of the largest in the country and we have taken a lead role both locally and in terms of national policy in combating casualisation and improving migrant workers' rights.

Our size puts us in a strong position when negotiating when negotiating to improve the working conditions of our members at Leeds, but this will only remain the case if new staff join!

On our website you can [Join UCU](#) and [find out more about the UCU Leeds Branch](#).

Unison

Unison is the trade union that is officially recognised by Leeds University to negotiate on behalf of support staff and support-related (professional and managerial) staff.

What is the role of a union? Unions negotiate on behalf of their members for better pay and conditions, help individuals in trouble, and campaign for a safer, fairer University and society. As a member of a union you are also entitled to an array of discounts and benefits.

Why join UNISON? By joining the University of Leeds Unison Branch, you will be joining over 1200 colleagues who are members of Unison. Each of these members have their own [reasons for joining UNISON](#) and you can see just a few of them on our website.

As a member you will be able to access the following benefits:

- Unrivalled protection and representation at work
- Help with your pay and conditions of service
- Health and safety guidance and support
- Confidential welfare services for you and your dependents in difficult times
- Education and training advice and courses
- special deals on a range of things from computers, holidays, mortgages, insurance, and car breakdown services to tax returns and credit cards.

As a Branch, we also run regular socials for our members; prize draws; free days out to the seaside and the Durham Miners' Gala in summer and a free trip to a Christmas market in December.

Our Education Fund offers members one part-time, non-work-related course per academic year, part or fully-funded by the Branch, we send out emails on how to participate throughout the year but we regularly share news updates and information on what is happening around campus on our social media.

Our website provides [more information about joining Unison](#) and the costs associated and if you do decide to join, you can [join Unison via our website](#).

If you have any questions about joining, you can contact our membership officer at l.j.bowler@leeds.ac.uk or contact our branch office directly at unison@leeds.ac.uk.

Unite

The University of Leeds Unite Branch is very active both locally and nationally supporting individual members and national initiatives allowing for a greater understanding of technicians' issues. Nationally, [Unite the Union](#) has 1.42 million members making it the largest union in the UK and Ireland. The role of Unite, with the other two recognised unions at the university (Unison and UCU), is to negotiate, and consult with management on behalf of all staff but individually it represents its members.

The University of Leeds branch of Unite holds meetings on a monthly basis to allow members to find out and discuss general university issues with officers and representatives. Anyone with a personal issue can contact a rep separately, who'll involve one of the officers, if necessary. These monthly meetings allow the Union's branch officers to communicate issues affecting its members during regular meetings with management. At the heart of the Unite the Union's branch at the University is a need to ensure that its members' voices, most of whom are technicians, are heard within the university.

For further details contact:

- Unite - Central Contact E: Unite@leeds.ac.uk
- Jo Westerman – Branch Chair E: J.Westerman@leeds.ac.uk
- Neil Lowley – Branch Secretary E: N.A.Lowley@leeds.ac.uk
- Clare Freer – Branch Equalities E: C.McCartney@leeds.ac.uk
- Romain Cames – Branch Health and safety E: R.Cames@leeds.ac.uk

Policies

There are a variety of different policies and procedures which new staff will find useful. All the HR policies, such as Annual Leave, Conduct and Sickness & Absence can be found on the [University of Leeds for staff HR website](#). To view other policies which will be of interest then please look at the appendix on this document.

Equality & Inclusion Unit

The University of Leeds believes that every student, staff and other member of our community should be treated with dignity and mutual respect, creating a learning and working environment which is free from barriers. To look at more information about Equality & Inclusion you can look at the [Equality & Inclusion Unit website](#).

- The University has multiple Staff Networks which are organised by staff for staff, providing a space for staff to reach out to colleagues outside of the University's support services. To find out more about the [Staff Networks](#)
- The policy on [Dignity and Mutual Respect](#)
- It is important that we capture and keep Equality Data on the Manager/Employee Self Service Information site up to date. You can do this by logging onto [HR Self-Service](#), clicking Personal Information and then the Personal Profile link. Select the Equality Data tab, click the Edit (pencil) icon on the right-hand side of the screen, amend the fields as required using the drop-down menus and click save

Sustainability at the University

Sustainability sits at the heart of The University of Leeds. We take our responsibility to have a positive impact on society and the environment very seriously and believe that we all have a part to play in this. The [Sustainability Service](#) oversee [the University's Sustainability Strategy](#) and support the University to deliver it. All staff should be aware of the strategy and how they can contribute to sustainability at the University.

Sustainability Training - All staff are required to complete two training modules available on Minerva, the [Sustainability in Practice training module](#) and the [University Environmental Management System \(EMS\) module](#).

For staff groups who do not have computer access, for further information and access to the training and resources, please contact sustainability@leeds.ac.uk who can organise face-to-face/paper-based inductions.

Key Sustainability commitments - Staff should be aware of specific University commitments in relation to sustainability:

- Our [7 Principles for Climate Action](#)
- [Single-use Plastic Free Pledge](#)
- The [UN Sustainable Development Goals](#)

Sustainability opportunities at the University - Staff should be aware of the [opportunities to get involved with sustainability](#). Please review the dedicated induction page within the [Sustainability Staff Knowledge Hub](#).

Communications

Make staff aware of the best practice guidance provided by the [communications team](#):

- Commissioning communications and marketing materials such as video, graphic design, web design and build and stills photography, all of which are subject to EU procurement guidelines
- Advice on a range of topics such as commissioning outside agencies, writing for the web, media training, public engagement, use of brand guidelines and social media best practice

Internal Communications channels at the University of Leeds:

- For Staff - This is the [University's staff website](#), updated daily with the latest news, information and events of key importance to colleagues. It also features links to event highlights, our latest research headlines and commonly used staff systems, such as Minerva and Office 365, as well as Quick Links to information such as our dedicated coronavirus webpages, the Faculties A-Z, Staff A-Z, IT, the year planner and HR.
- All Staff enews - eNews is our weekly newsletter sharing major University announcements, policies, developments, dates, deadlines, success stories and 'calls to action' that are relevant to colleagues. It is emailed to you directly every Wednesday, other than during main university holidays, such as Christmas and Easter. [Our previous staff email communications](#), including eNews, can be found on our dedicated In Depth page of the For Staff website, together with guidance on how to request an eNews entry.
- Staff Twitter account [@UniLeedsStaff](#) - The staff Twitter account features links to all the latest University news and information, together with a range of lighter topics, advice and events. We also make more use of this channel during major incident situations.

Staff Benefits

All staff have [access to a wide range of staff benefits](#), from support and advice at work to discounts on shopping and leisure:

Campus Facilities

- Explore campus: Visit the [around campus webpage](#) to explore our academic facilities, social space and campus landmarks
- Eating on campus: Explore our range of [Great Food at Leeds](#) coffee shops and the Refectory
- Staff Centre: Relax and socialise in the [LOGIK Centre](#)
- Car Parking. Find out more about [car parking on campus](#), including registration of vehicle / parking discs / parking regulations
- Sport & Physical Activity: Find out more about our [campus sport and fitness facilities](#)
- The Student Union – [LUU](#) bars, shops and food stands
- Libraries: Explore the vast range of resources for staff from [the Library](#)
- Information for disabled visitors: Here you can find [useful information for visiting campus](#)
- Prayer Facilities: Find out more about our [prayer and contemplation spaces](#) on campus
- Green spaces on campus: Explore [green spaces on campus](#) to relax and visit on campus

Appendix 1 – Policy, Guidance & Procedures

- [Health & Safety policy](#)
- [Smoking regulations and policy](#)
- [Finance policies](#) and [Purchasing Website](#)
- Data and Information Protection
 - [Data Protection Code of Practice](#)
 - [Information Protection Policy](#)
- [Copyright information on the Library website](#)
- [Equality and Inclusion Policies and Guidance](#)
- [Intellectual Property Policy \(PDF\)](#)
- [Freedom of Information requests at Leeds](#)
- [University Publications Policy](#)
- [Learning and teaching policies and procedures](#)
- [The Leeds Partnership](#)