**Induction Completion Checklist Form**

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**Introduction**

Here at Loughborough, we are committed to ensuring that all staff members have a comprehensive, welcoming induction period and that you are feel fully supported in your new role. It is our pleasure to offer you a warm welcome to Loughborough University.

This guide has been created to complement the Induction Website and provide you with the relevant information, resources and contacts that you need to be successful as you start in your new role.

From your first day, your line manager or inducting manager will work through this guide with you. You will also have been assigned a buddy as part of your induction. You can ask them any questions you have.

The checklists in this guide are designed to help you to understand what needs to happen in your induction period. Your line manager or Induction Lead will provide you with any further School or Departmental information as you settle in your role.

**Once you have completed your induction, you and your line manager/induction lead will both sign below. Then you will need to submit this form to Organisational Development through the LEARN Mandatory training page to confirm you have completed induction. If you do not use IT as part of your role, please print out your completed form and send it to Organisational Development Admin Team, Rutland Building.**
You will also be invited to attend one of our Welcome to Loughborough induction events. We offer a range of development opportunities, both online and face-face-face and we look forward to welcoming you to the University and saying hello.

We are delighted that you have chosen to join us in your new role and we welcome you warmly to the University.

**Induction Essentials – First Day Checklist**

**The following should be completed on your first day**
**Please select column A on completion or column B for not applicable to role. All statements need to be completed.**

 **A / B**

[ ]  / [ ]  Have you received your Loughborough University Staff ID Card and Lanyard?

[ ]  / [ ]  Have you signed into My.HR to add your In Case of Emergency contacts and your special requirements if needed?

[ ]  / [ ]  Have you been given a key to your office/building?

[ ]  / [ ]  Have you met with your line manager to discuss your induction?

[ ]  / [ ]  Have you read your Job Description and do you understand your role and responsibilities?

[ ]  / [ ]  Have you been introduced to your Induction Buddy?

[ ]  / [ ]  Do you know how to report sickness absence?

[ ]  / [ ]  Do you know what hours you are expected to work and what breaks you have?

[ ]  / [ ]  Do you understand the dynamic working arrangements followed by your team?

[ ]  / [ ]  Do you know how to request Annual Leave and what your Annual Leave entitlement is? Have you been told about the Public Holidays & University Closure Days

[ ]  / [ ]  Do you know the date you will be paid, and how your pay will be arranged?

[ ]  / [ ]  Do you understand the budgetary limits and financial requirements of your role?

[ ]  / [ ]  Have you read and understood the HR policies on the HR website?

[ ]  / [ ]  Have you been for a tour of your building?

[ ]  / [ ]  Have you been on a local tour of the Loughborough campus/London site?

[ ]  / [ ]  Have you been introduced to key members of your team?

[ ]  / [ ]  Do you understand what other members of your team do?

[ ]  / [ ]  Do you know where to make a drink, where there is a fridge and where to eat?

[ ]  / [ ]  Do you know where the toilets are?

[ ]  / [ ]  Do you know where to buy lunch? Do you know where you can eat lunch?

[ ]  / [ ]  Do you know where to find stationery and print resources?

[ ]  / [ ]  Have you completed your Car Parking application through the Security website?

[ ]  / [ ]  Do you know who to report any accidents to and who the first aiders in the School or Department are?

[ ]  / [ ]  Do you know where the fire exits are in your building and where to go in case of evacuation?

[ ]  / [ ]  Do you know when the Fire Alarm testing takes place in your building?

[ ]  / [ ]  Do you understand the Smoking Policy and where the designated smoking area is located?

**Information beyond your first day.**

**Please select column A on completion or column B for not applicable to role. All statements need to be completed**

**A / B**

[ ]  / [ ]  Have you read the Loughborough University Website and the Induction pages?

[ ]  / [ ]  Have you seen the Organisational Development webpages?

[ ]  / [ ]  Do you know who the three Trade Unions recognised by the University are and how to contact them?

[ ]  / [ ]  Do you know how to raise a purchase order? (If appropriate)

[ ]  / [ ]  Do you have your purchase card? (if required)

[ ]  / [ ]  Do you know how to make an expenses claim?

[ ]  / [ ]  Have you been provided with your IT logon details?

[ ]  / [ ]  Do you have your email address and access to webmail?

[ ]  / [ ]  Have you been shown how to save your documents to One Drive?

[ ]  / [ ]  Do you have access to all the relevant systems you need to perform in your role?

[ ]  / [ ]  Have you added the appropriate signature to your email?

[ ]  / [ ]  Have you checked all your IT equipment is working and sufficient for your role?

[ ]  / [ ]  Do you know how to use the Telephone System and Cisco Jabber?

[ ]  / [ ]  Do you know who to ask in your School or Department for IT advice?

[ ]  / [ ]  Are you set up to work remotely? (If appropriate)

[ ]  / [ ]  Do you know how to contact IT Services for support?

[ ]  / [ ]  Do you know how to use the Duo Push Dual Notification?

[ ]  / [ ]  Have you completed your online DSE assessment (Display Screen Assessment)

[ ]  / [ ]  Have you explore the pension options

**Mandatory Training**

As an organisation, we are committed to your development and to helping you to reach your full potential. We have identified specific online training courses for all new starters, to help induct you into the University and to keep everyone safe.
All of your mandatory training is available via <https://learn.lboro.ac.uk/course/view.php?id=14491>

There are key courses which all members of staff must complete. The full list is in the section below: Please tick to show you have completed your Mandatory Training

[ ]  Welcome to Loughborough

[ ]  Respecting Diversity

[ ]  Unconscious Bias

[ ]  Information Security\*

[ ]  Introduction to Health and Safety\*

[ ]  Fire Safety Awareness\*

[ ]  Bribery Awareness

\*These courses should be completed within the first two weeks of your employment and preferably on your first day. All other courses should be completed within 6 months, but earlier where possible.

Staff will also be expected to complete a range of Role Specific Training throughout your role. Further Health and Safety mandatory training will be decided through a risk assessment of your role. Your Manager will inform you of any role specific mandatory training that you need to complete, in addition to the courses above.

[ ]  Please select to show you have discussed your Role Specific Training needs

If you have a more general query about training or learning and development opportunities, please email OD@lboro.ac.uk

Please complete the table below and sign to say you have completed the induction process:

|  |  |
| --- | --- |
| Name of Inductee |  |
| Staff ID Number  |  |
| Inductee Signature |  |
|  |  |
| Line Manager Name |  |
| Line Manager Signature |  |