**SIPBS Technical Staff Induction Plan**

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| **Employee’s Name:** |
| **Date Employment Started:** |
| **Employee Responsible for Induction:** |

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| **Activity** | **Signed by new employee** | **Signed by Head of Technical Services**  |
| **By the End of the First Day** |
| Initial meeting with Head of Technical Services |  |  |
| Institute Rules / Procedures |  |  |
| Institute objectives |  |  |
| Outline of role and responsibilities  |  |  |
| Standards of performance (linked to objectives using appropriate section of ADR) |  |  |
| Probation period (if applicable) |  |  |
| Check all paperwork has been sent to HR |  |  |
| Access card issued (temporary until personal one can be issued from security) and any keys/key codes required for accessing work areas. |  |  |
| Institute Safety talk attended |  |  |
| How to report sickness and absence giving the name, telephone number of the person to be contacted, by what time and what information will be needed |  |  |
| Explain annual leave entitlement, who approves it and where it is recorded. |  |  |
| Explain accrued time procedure, who approves it and where it is recorded. |  |  |
| Introduction to Institute staff and work area |  |  |
| Ensure the new employee knows where basic amenities aree.g. lavatories, lockers, tea/coffee making facilities and eating area |  |  |
| **Activity** | **Signed by new employee** | **Signed by Head of Technical Services**  |
| **Within 3 weeks of starting** |
| When payment will be |  |  |
| TRAINING / DEVELOPMENT / REVIEWEquality & Diversity (Online Module)ADR SchemeIT and Library Services (Course)Information Security Online Training |  |  |
| COSHH & Risk Assessments read and signed |  |  |
| Attendance at New Staff Seminar |  |  |
| Know where to find University policies & procedures |  |  |

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| **Activity** | **Signed by new employee** | **Signed by Head of Technical Services**  |
| **Within 8 weeks of starting** |
| Equal Opportunities |  |  |
| Discipline |  |  |
| Grievance |  |  |
| Drugs and alcohol  |  |  |
| No smoking |  |  |
| Review of performance |  |  |