**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 are  e.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 / REVIEW  Equality & Diversity (Online Module)  ADR Scheme  IT 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 |  |  |