**STAFF INDUCTION POLICY**

# LOCAL INDUCTION CHECKLIST

**Name of Staff Member: Start Date:**

**School/Function: Position:**

**Line Manager: HR Contact:**

* **Phase 1 – Pre-Employment:**

|  |  |
| --- | --- |
| **Task** | **√** |
| **1. Copy of appointment letter received from HR** |  |
| **2. Notify all School/Functional staff of details of new staff member (ref:****3.2 (a) Policy)** |  |
| **3. Liaise with appropriate office re special accommodations (e.g. Disability Office), if necessary (ref: 3.2 (b) Policy)** |  |
| **4. Diary Day One meeting (ref.3.2 (c) Policy)** |  |
| **5. Liaise with appropriate personnel to make arrangements for necessary accommodation and equipment (ref. 3.2 (d) Policy)** |  |
| **6. Contact Information Services for all necessary logins (ref.3.2 (e) Policy)****This should include network logins, e-mail and adding name to Online Telephone Directory** |  |
| **7. Nominate Buddy to assign to new staff member (ref. 3.2 (f) Policy)** |  |

I confirm that Phase One preparations are complete

**Line Manager Signature:** Date:

# Phase 2 – Date of Commencement of Employment

|  |  |
| --- | --- |
| **Task** | **√** |
| **1. Introduce the function and issue Welcome/Induction pack (ref. 3.3 (a) Policy)** |  |
| **2. Explain the requirements of the job in accordance with the job description (ref. 3.3 (b) Policy)** |  |
| **3. Introduce the new staff member to their Work Location (ref. 3.3 (c) Policy)** |  |
| **4. Introduce the new staff member to their buddy (ref. 3.3 (d) Policy)** |  |
| **5. Agree Training Plan and make arrangements for training to take place (ref. 3.3 (e) Policy)*****(Provide Local Occupational Officer with e-mail contact details of hourly paid part-time staff so that they can be registered for online Health & Safety training)*** |  |
| **6. For Academic Staff discuss the requirement to complete the Postgraduate Diploma in Third Level Learning & Teaching** |  |
| 1. **For academic staff at Assistant Lecturer grade discuss the requirements for Progression, as follows:**
	* **Qualifications**
	* **Activities the staff member should become involved in that would help meet the requirement for ‘Demonstrated Performance, Ability & Experience’**
	* **General Areas of Research & Scholarly activity that the staff member could become involved in**

**The various supports available in TU Dublin should be explored e.g. Learning Teaching & Technology services and workshops, Staff Development programmes and courses, the Fee Support Policy, the Fee Waiver Scheme, and supports available through the Directorate of Research & Enterprise.****Reference should also be made to the Guidelines for Progression on the HR web site:**<https://www.tudublin.ie/for-staff/human-resources/resourcing/progression/> |  |

|  |  |
| --- | --- |
|  |  |
| **8. Provide Health and Safety information (ref. 3.3 (f) Policy)** |  |
| **9. Provide Operational/Procedural Information (ref. 3.3 (g) Policy)** |  |
| **10. Outline Probation Procedures: and agree a schedule of dates for reviews**. **(ref. 3.3 (h) Policy)** |  |
| **11. Refer the new staff member to the University’s commitments and obligations under the Official Languages Act -** <https://www.tudublin.ie/connect/oifig-na-gaeilge/services/legal-obligations/>**and the development opportunities to improve their competence in Irish** *-* [https://www.tudublin.ie/connect/oifig-na-gaeilge/courses/#](https://www.tudublin.ie/connect/oifig-na-gaeilge/courses/)**An ball foirne nua a chur ar an eolas faoi ghealltanais agus dualgais na hInstitiúide faoi Acht na dTeangacha Oifigiúla ag** <https://www.tudublin.ie/connect/oifig-na-gaeilge/services/legal-obligations/>**agus na deiseanna atá san Institiúid chun á n-inniúlacht sa Ghaeilge a fheabhsú ag**[https://www.tudublin.ie/connect/oifig-na-gaeilge/courses/#](https://www.tudublin.ie/connect/oifig-na-gaeilge/courses/) |  |
| **12. Complete the Induction Checklist (ref. 3.3 (i) Policy)** |  |
| **13. Send the completed and signed Checklist to the HR Contact (ref. 3.3 (j) Policy)** |  |
| **14. Confirm to all School/functional staff that new staff member has commenced (ref. 3.3 (k) Policy)** |  |
| **15. e-mail HR to confirm that new staff member has commenced (ref. 3.3 (k) Policy)** |  |

We confirm that we have completed the above items and that local induction is now complete

**Line Manager Signature:** Date:

**Staff Member Signature:** \_ Date: