LOCAL INDUCTION CHECKLIST

(To be completed on arrival with your Head of School/line manager)

My Personnel Number:

My work phone Number:

My work email address:

The "local Induction" is the most important part of the orientation process and this checklist is designed with your integration in mind.

It is recommended that the following points should be covered during your discussion with your Head of School/Unit (or designated colleague) on arrival. A basic level of information around the role and functions of the School / Unit must be provided on commencement.

School / Unit information

- ❑ Introductions to colleagues and tour of the School/Unit.
- ❑ IT set up and passwords.
- ❑ Contact details for colleagues and School/Unit.
- ❑ Details of "local arrangements" regarding holidays and working hours.
- ❑ Who to contact when absent or sick. Please also view the sick leave policy http://www.ucd.ie/hr/t4cms/Managing_Attendance_and_Sick_Leave_Policy.pdf
- ❑ Location of service areas.
- ❑ Dress codes *(if applicable).*
- ❑ Location of stationary supplies and procedures for ordering
- ❑ Location of photocopiers / scanners / fax machines / printers / phones / post
- ❑ Details on access to buildings and swipe cards *(if applicable).*
- ❑ Parking facilities *(see General Information section for more additional information)*
- ❑ Information on designated support colleagues (See policy on Dignity & Respect contained in the Policies section of the HR website http://www.ucd.ie/hr/policies/#d.en.31151)

Job Information

- ❑ Outline probation review date and important milestones and targets I need to be aware of.
- ❑ Overview of UCD strategy and how it applies to the school/unit
- ❑ Overview of the School / Unit strategy and how it applies to my work.
- ❑ Details of the specific duties assigned to me and expectations.
- ❑ Reporting and communication lines in the School / Unit.
- ❑ Overview of the responsibilities assigned to others in the School / Unit.
- ❑ Organisation charts for my area.
- ❑ General information on projects and committees within my School / Unit.
- ❑ Outline of my immediate work plan.
- ❑ To access any Learning & Development offerings, please take a look at the UCD Learning & Development website (www.ucd.ie/learninganddevelopment) or contact staffdevelopment@ucd.ie. Please note you must consult with your manager prior to booking on to any of these courses.
- ❑ For Post-Doctoral Research Fellows Levels I & II access to learning and development can be found through Research Skills & Career Development on; http://www.ucd.ie/researchcareers/

Health and Safety Information

- ❑ Details of fire exits and emergency procedures.
- ❑ Location of First Aid Kit and who to report accidents to.
- ❑ Location of fire extinguishers.
- ❑ Name of fire marshal.
- ❑ Details of hazardous materials on site *(if applicable)*.
- ❑ Copy of local safety statement *(For overall UCD Safety statement, see UCD website)*.

Teaching and Research (*if applicable*)

- ❑ Details on current teaching and research in my area.
- ❑ Information on:
  - Banner Gradebook support and training.
  - Blackboard virtual learning environment.
  - Modularization.
  - Timetabling.
  - Research Management System.
  - Business Objects.
  - Guidelines on lecturing.
  - Exam process.
  - Setting up graduate students.
  - Grant applications – who signs off on what?
  - Development opportunities and supports within the University. Information available at: http://www.ucd.ie/learninganddevelopment and http://www.ucd.ie/researchcareers/

Signature of new staff member:

Name: Date:

04/09/2013