

Staff Induction Checklist	
<b>New Member of Staff</b>	
Name:	Start Date:
Job Title:	School:
<b>Induction Mentor</b>	
Name:	Job Title:
<b>First Day</b>	
<b>Welcome</b>	J
Introduction to colleagues	
Tour of School or department: <div> <div>☞ Cloakroom/toilet facilities</div> <div>☞ Tea and coffee facilities/ general catering facilities</div> </div>	
Go through first page of Welcome to Birkbeck document ( <i>sent to all new staff with contract</i> )	
Confirm hours of work (start and finish times)	
Confirm annual leave (Entitlement, booking procedure and completion of the annual leave card)	
Show entry and exit points to building	
<b>Getting Started</b>	
Issue and explain internal telephone directory	
Issue and explain school handbook	
Give email address and telephone number	
Explain team drives, shared and personal folders	
Give any relevant computing information	
Give organisational charts/lists	
<b>Pay Arrangements</b>	
Confirm pay dates	
Tell location of Payroll Section <div>☞ P45 sent to Payroll</div>	
<b>First Week</b>	
<b>Job Requirements (explained by line manager)</b>	
☞ Role and responsibilities	
☞ Performance standards	
☞ Supervision/probation explained	
<b>Personal and Professional Development (explained by line manager)</b>	
Birkbeck Staff Development Strategy	
<b>Miscellaneous</b>	
Using the college's Library facilities	
Using CCS's computing facilities	
ID card (see Photo Unit)	
Received invitation to the Introduction to Birkbeck day	
<b>Meetings with Senior Staff</b>	
Meeting with the Dean/Director	
Meeting with Head of School/Deputy Director	

<b>Staff Safety Induction</b>	
<b>First Day</b>	
Check College Safety Policy received ( <i>sent to all new staff with contract</i> )	
Introduction to School/Section Safety Officer	
Issue School/Departmental Safety Policy	
Explain Emergency Arrangements: ☞ Fire alarms ☞ Raising the alarm/dialling 555 ☞ Evacuation procedures ☞ Exits	
Explain Accident/Incident reporting procedures	
First Aid Contact	
Conduct Risk Assessment relevant to role	
Explain any relevant safety/hygiene precautions	
Explain any relevant supervisory safety responsibilities	
<b>First Week</b>	
Identify any safety training needs and arrange training	
Check understanding of safety policies and risk assessment	
<b>First Month</b>	
Arrange attendance at Birkbeck Safety Induction Session  Contact: Tom McCartney (Safety Officer) Telephone: 6218 Email: <a href="mailto:t.mccartney@bbk.ac.uk">t.mccartney@bbk.ac.uk</a> Webpage: <a href="http://www.bbk.ac.uk/so/">http://www.bbk.ac.uk/so/</a>	
Date attended:	

<b>Induction Checklist Completed</b>	
<b>New Member of Staff</b>	
Signature:	Date:
<b>Safety Officer</b>	
Signature:	Date:
<b>Induction Mentor</b>	
Signature:	Date: