### C:\Users\reder\Desktop\HRLogo.pngNEW STARTER CHECKLIST

**NAME OF EMPLOYEE:**

**JOB TITLE:**

**TEAM:**

**DATE OF APPOINTMENT:**

|  |  |  |
| --- | --- | --- |
| **BEFORE STARTING – Line Manager responsibilities**  | **On site**  | **Blended**  |
| *Contact employee to confirm:** start date and time
* how they should report
* working hours
* if there are any special requirements
 | [ ]  | [ ]  |
| Complete candidate offer checklist and second fund check 24 hours after the verbal job offer has been made |[ ] [ ]
| Complete Central Badging Office and DTS New Starter form once LSE ID Number / Playref number has been generated(Please do not submit an Ancillary Card request form for any salaried staff. This will lead to creation of two LSE identities, email addresses causing delays later in the process.) |[ ] [ ]
| Book new starter onto [Flying Start Induction](https://apps.lse.ac.uk/training-system/home/search?textFilter=flying+start&roleName=ALL_ROLES&trainingProviderId=&fromDate=date.struct&fromDate_day=&fromDate_month=&fromDate_year=&fromDate_datepicker=&toDate=date.struct&toDate_day=&toDate_month=&toDate_year=&toDate_datepicker=) / [Academic Induction](https://info.lse.ac.uk/staff/divisions/Eden-Centre/Eden-events-and-programmes/Inductions-for-academics-and-GTAs-at-LSE)  | [ ]  | [ ]  |
|  |  |  |
|  |  |  |
| Notify Service Area of employee starting  |[ ] [ ]
|  Confirm HR onboarding arrangements have been completed (using Smartsheet tracker) and raise any concerns with HR Administrator prior to employee’s start date |[ ] [ ]
| Request a DBS check, if applicable to the role |  |  |

|  |  |  |
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| **FIRST DAY** | **On site** |  **Blended** |
| Ensure that right to work in UK is demonstrated to HR on or before the first day of employment by no later than 9:30am. | [ ]  | [ ]  |
| Ensure PC / Laptop / phone and other essential equipment are ready for first day | [ ]  | [ ]  |
| **Initial meeting with Line Manager to include*** Explanation of Job Description/Purpose of job
* Explanation of Team structure
* [Procedure for reporting sickness absence](http://www.lse.ac.uk/intranet/staff/humanResources/changingCircumstancesMovingOn/absence/sicknessAbsenceProcedures.aspx)
* [Annual leave procedures & entitlement](http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/leave/annualLeave/annualLeave.aspx)
* [MyView](https://info.lse.ac.uk/staff/divisions/Human-Resources/HR-information-systems/MyView)
* Lunch break arrangements
* Working hours/flexible working arrangements
* Discuss meeting etiquette
 | [ ]  | [ ]  |
| **Introduction to blended way of working*** Desk booking system
* Blended Working Policy
* Blended Working Framework
 | n/a | [ ]  |
| Introduction to immediate colleagues and tour of immediate working area  |[ ] [ ]
| Introduction to wider DDCI and working arrangements explained  |[ ] [ ]

**KEY INFORMATION FOR STAFF WHO HAVE TRANSFERRED TO A NEW INTERNAL ROLE**

|  |  |
| --- | --- |
|  | **COMPLETED** |
| Ensure access to IT Systems, Drives and relevant permissions have been updated |[ ]
| Ensure holiday records have transferred successfully to their new role.  | [ ]  |
|  |[ ]
|  |[ ]

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| **TO BE COMPLETED DURING THE FIRST WEEK** | **On site** |  **Blended** |
| Collect Staff ID Card from Central Badging Office (OLD 1.03C)  |[ ]  **n/a** |
| Attend IT access at Walk-In Centre (1st Floor, Library) to collect network account login details  |[ ]  n/a |
| Campus tour  |[ ]  n/a |
| Explain Locker system  |[ ] [ ]
| Location of toilets and kitchen facilities |[ ]  n/a |
| Entrances/exits (plus emergency exits) |[ ]  n/a |
| Building security and out of hours working arrangements |[ ] [ ]
| **Health & Safety** |  |  |
| Explain emergency evacuation procedures  |[ ]  n/a |
| Emergency contacts |[ ] [ ]
| Procedure for reporting accidents |[ ] [ ]
| **Learning and Development** |  |  |
| Overview of [Organisational Learning](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning)training courses available and how to book on via [TDS booking system](https://apps.lse.ac.uk/training-system/userBooking/course/7338786)  | [ ]  | [ ]  |
| Completion of [online E&D Training](http://www.lse.ac.uk/intranet/staff/humanResources/learningAndDevelopment/Equity-Diversity-and-Inclusion.aspx)  | [ ]  | [ ]  |
| Completion of online [Ethics Code Training](https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-training) | [ ]  | [ ]  |
| Completion of [GDPR training](https://moodle.lse.ac.uk/mod/lesson/view.php?id=552923&pageid=2701) | [ ]  | [ ]  |
| Completion of online [Health & Safety and Fire safety Training](https://info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Health-and-Safety/Cardinus-eLearning-and-Assessment) | [ ]  | [ ]  |
| [CDR process](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Career-Development-Review) explained and meeting dates set up | [ ]  | [ ]  |
| If applicable, complete training on Desk Booking System  | n/a | [ ]  |
| If applicable, complete Home Working Assessment ([Cardinus online training](https://info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Health-and-Safety/Cardinus-eLearning-and-Assessment)) | n/a | [ ]  |
| Any other job specific learning and development identified (managers should use this section to add any role/team related training relevant to the new starter): | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

*Employee full name (BLOCK CAPITALS) Signature of employee*

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

*Line Manager full name (BLOCK CAPITALS) Signature of Line Manager*