### HR DIVISION – INDUCTION CHECKLIST\*

**NAME OF EMPLOYEE:**

**JOB TITLE:**

**TEAM:**

**DATE OF APPOINTMENT:**

|  |  |  |
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| **PRIOR TO STARTING** | **PERSON RESPONSIBLE** | **COMPLETED** |
| *Contact employee to confirm:*   * start date and time (to arrive before 9.30 am for right to work check) * where they should report * working hours * if there are any special requirements * send link to HR New Starter’s Handbook | Line Manager |  |
| Complete Central Badging Office and IMT Access Requirement joint form |  |  |
| Attendance at Flying Start induction booked |  |  |
| Desk, PC & Phone set up for first day |  |  |
| P Drive/Additional Inbox and access to HR systems requested and arranged ready for start date (e.g. RLNK, ENGAGE)  Email [hr.systems@lse.ac.uk](mailto:it.servicedesk@lse.ac.uk) |  |  |
| Notify division of employee starting – encourage them to say “hello” on their first day |  |  |
| Set up meetings with key members of the division |  |  |
| Where possible, arrange for your team to be available on the first day |  |  |
| Create a schedule (see template) with meetings and training for first week to give to the new starter on their first day |  |  |

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| **FIRST DAY** | **PERSON RESPONSIBLE** | **COMPLETED** |
| Meet new starter from reception |  |  |
| Right to Work check and P45 at Reception (before 9.30 am) |  |  |
| Collect Staff ID Card from Estates Badging Office. The New Starter will need to bring a form of ID with them. (Ground Floor, Old Building) |  |  |
| Attend IT access at Walk-In Centre (1st Floor, Library) to collect network account login details and any key fobs |  |  |
| **Initial meeting with Line Manager to include** | **LINE MANAGER** |  |
| * Explanation of the Induction Programme * 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) * Lunch break arrangements/Working hours/flexible working arrangements * [MyView](https://info.lse.ac.uk/staff/divisions/Human-Resources/HR-information-systems/MyView) explained |  |  |
| Introduction to Team and tour of immediate working area |  |  |
| Discuss the idea of allocating a ‘buddy’ from within the division & set up an initial meeting |  |  |
| Gradual introduction to wider division |  |  |
| Introduction to LSE Webpages and HR pages |  |  |
| **Housekeeping** |  |  |
| Seating plan of office |  |  |
| Location of toilets and kitchen facilities |  |  |
| Entrances/exits (plus emergency exits) |  |  |
| Building security and out of hours working |  |  |
| **Health & Safety** |  |  |
| [Emergency evacuation procedures](file://lse.ac.uk/storage/admin/primary/Health_And_Safety/HR%20Divisional%20H_And_S%20documents/Fire%20Safety/HRDivision%20Fire%20Procedures.pdf) explained |  |  |
| Emergency contacts |  |  |
| Procedure for reporting accidents |  |  |

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| **TO BE COMPLETED DURING THE FIRST WEEK** |  | **COMPLETED** |
| Add employee to team meeting invites, divisional briefs etc. |  |  |
| Add employee to weekly HR Division training sessions |  |  |
| Room Bookings (divisional & [School-wide](https://mybookings.lse.ac.uk/)) explained |  |  |
| Post arrangements, printing and stationery |  |  |
| 1:1 meetings with Line Manager set up |  |  |
| Review process explained and meeting dates set up |  |  |
| Telephone usage and [guide](http://www.lse.ac.uk/contact/telephoneDirectory/hostedTelephony/telephoneGuides.aspx) – (voicemail, picking up/transferring calls etc.) |  |  |
| Workstation assessment explained ([Cardinus online training](https://info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Health-and-Safety/Cardinus-eLearning-and-Assessment)) |  |  |
| Locker system explained (please ask Reception for keys) |  |  |
| Tour of Campus |  |  |
| **Team and Division** |  |  |
| Overview of services provided by Team |  |  |
| Team KPIs, Mission/Vision |  |  |
| Overview of Division structure |  |  |
| Introduction meeting with HR Director |  |  |
| Set up introduction meetings with a representative of each team:   * DAT * Systems * OL * Partners * Policy * HR Services & Ops * Pensions * H&S Coordinator (n/a) |  |  |
| Overview of SLEs |  |  |
| **Learning and Development** |  | **COMPLETED** |
| Overview of core 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) |  |  |
| Reception cover overview (if applicable) |  | **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 employee): |  |  |
| **Additional role/team-related key items to be covered (Managers should consider and arrange any or all of the following where relevant)** |  |  |
| Overview of School Governance  Arrange meetings with additional stakeholders (outside the Division)  Overview of relevant current projects  Overview of relevant committees / advisory boards/ steering groups  Overview of PDrive for electronic records  Discuss use of profile picture for LSE Outlook account (optional) |  | **n/a** |
| **First 3 weeks** |  | **COMPLETED** |
| **Information – School level** |  |  |
| Overview of [Effective Behaviours](http://www.lse.ac.uk/intranet/staff/humanResources/learningAndDevelopment/Effective-Behaviours/Effective-Behaviours.aspx) |  |  |
| Overview of [School Strategy](http://www.lse.ac.uk/About-LSE/Our-strategy) |  |  |
| Overview of School-wide Policies (see below): |  |  |
| **Information – HR Division** |  | **COMPLETED** |
| Overview of HR Strategy  Overview of HR Operational Plan |  |  |
| **Learning and Development** |  | **COMPLETED** |
| [CDR process](https://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/promotionAndReview/internal/cDR/Home.aspx) explained and meeting dates set up |  |  |
| Personal Development Plan explained/discussed |  |  |
| [Overview of support for Professional Services Staff](http://www.lse.ac.uk/intranet/staff/humanResources/learningAndDevelopment/PDF/PSS-Development-&Support.pdf) |  |  |
| [People Management Toolkit](http://www.lse.ac.uk/intranet/staff/humanResources/learningAndDevelopment/Online-learning-and-development/Online-learning-and-development.aspx) |  |  |
| LSE Learn for You explained |  | n/a |
| **LSE Staff networking groups** |  | **COMPLETED** |
| [Spectrum](http://www.lse.ac.uk/intranet/LSEServices/equityDiversityInclusion/Staff%20networks/Spectrum/home.aspx) (LGBT), [LSE Power](http://www.lse.ac.uk/intranet/LSEServices/equityDiversityInclusion/Staff%20networks/LSEPower/home.aspx) (Professional Women’s network), [EMBRACE](http://www.lse.ac.uk/intranet/LSEServices/equityDiversityInclusion/staffResources/Networks/Embrace/home.aspx) (BME) Parents’ Network. |  |  |
| **AFTER 1 MONTH** |  |  |
| Hold a meeting with the new starter to find out how they have found the induction process |  |  |
| **Employee Comments** |  |  |
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| **Line Manager’s comments** |  |  |
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| **SIGNATURES:** | |
| **EMPLOYEE** | |
| I confirm that I have received information and instruction on the items contained in this checklist and have been given the relevant explanations and documentation. | |
| **Employee Signature:** | **Date:** |
| **LINE MANAGER** | |
| The above employee has received induction /training as indicated by this checklist | |
| **Line Manager Signature:** | **Date:** |

**\*Completion of this checklist is the responsibility of the Line Manager**

**Please return a signed copy of this checklist to Elisabetta Viotto e.viotto@lse.ac.uk ext. 3659 once completed**