# Induction Checklist

## Pre Start Date
- Send welcome email
- Organise IT and work equipment
- Identify buddy

## First Day
- Provide information on department and the role
- Introduce key colleagues and buddy
- Share departmental structure and purpose of each team
- Provide basic orientation of toilets, kitchen etc
- Review lunch breaks, start and finish times and holidays
- Highlight how to reach you to ask questions
- Include in email distribution lists

## First Week
- Discuss workload (teaching, research and admin split)
- Assign work and communicate resources available
- Set standards to meet
- Discuss key dates in the year to be aware of
- Explain the departments priorities and how they fit into the overall University priorities and structure
- Talk through management styles

## First Month
- Introduce to key business partners/leaders
- Give feedback on work produced
- Ask for feedback
- Identify any development needs

## First 90 Days
- Monitor performance and give feedback
- Ask for feedback
- Schedule in one to ones
- Identify any development needs

## First Year
- Provide formal and informal feedback
- Complete probationary period documentation
- Review first year and identify development needs