

## Day one checklist:

Activity	Local source	Other Source
<input type="checkbox"/> Greeting	Line Manager	Divisional Manager
<input type="checkbox"/> Induction programme overview	Line Manager	Divisional Manager
<input type="checkbox"/> Introduction to the immediate workplace, colleagues including the Head of Division and Divisional Manager	Line Manager	
<input type="checkbox"/> Confirm major components of the job including main tasks and responsibilities	Line Manager	
For staff with line management responsibilities:  <input type="checkbox"/> <u>Imperial Expectations</u> for new leaders and managers <input type="checkbox"/> Responsibilities for managers of Tier 2 and 5 workers		Divisional Manager
<input type="checkbox"/> Health and Safety checklist	Line Manager	Laboratory Manager
<input type="checkbox"/> Arranging ID Card and access	Line Manager	Laboratory Manager
<input type="checkbox"/> Workplace and campus tour: <ul style="list-style-type: none"> <li>• Offices</li> <li>• Toilets</li> <li>• PC, printer &amp; photocopiers</li> <li>• Phone</li> <li>• Drinks machines</li> <li>• Canteens / restaurants</li> <li>• Campus shops</li> <li>• Security</li> <li>• Get security swipe card</li> <li>• Fax machine</li> <li>• Stationery store</li> <li>• Payroll</li> <li>• Deliver HR papers</li> </ul>	Line Manager	
<input type="checkbox"/> Confirm working hours and cover	Line Manager	Divisional Manager
<input type="checkbox"/> IT <input type="checkbox"/> Network logon and email <input type="checkbox"/> Access to Servers & Drives	Line Manager	Divisional Manager

## Week One Checklist:

Activity	Local source	Other Source
<input type="checkbox"/> IT (cont.) <ul style="list-style-type: none"> <li>• College website</li> <li>• Advice viewing ICT</li> <li>• <a href="#">ICT Help Desk</a> (Online, Telephone or Face to Face Appointments)</li> <li>• <a href="#">ASK Imperial</a> (Place a request, Report an incident or find answers)</li> </ul> <p>Call the ICT Service Desk on 020 7594 9000. Lines are open from 08:30 until 18:00 and out of hours support is available from 18:00 until 08.30.</p>	All Staff	
<input type="checkbox"/> Breakdown of college, Faculty and Department structures	Line Manager	Divisional Manager
<input type="checkbox"/> Information about <ul style="list-style-type: none"> <li>• Work breaks</li> <li>• Local rules and regulations, including <a href="#">Smoke-Free Policy</a>, <a href="#">alcohol policy/dry roles</a> (if applicable)</li> <li>• Emergency evacuation procedures</li> <li>• First aid facilities</li> <li>• Rules regarding private phone calls and using the internet</li> </ul>	Line Manager	Divisional Manager  College Website Resource
<input type="checkbox"/> Policies & procedures (for all staff): <ul style="list-style-type: none"> <li>• Probation review</li> <li>• Arrangements for regular 1-2-1 meetings with line manager</li> <li>• Sickness</li> <li>• Holiday</li> <li>• Season ticket loan</li> </ul>	Line Manager	Divisional Manager

<input type="checkbox"/> Policies & procedures (for staff with line management responsibilities): <ul style="list-style-type: none"> <li>• Respect for Others</li> <li>• Recruitment &amp; Selection (including legal obligations where recruiting from outside the EEA)</li> <li>• Induction</li> <li>• Probation (including how to monitor and review)</li> <li>• People Management (including arrangements for regular 1-2-1 meetings with direct reports)</li> <li>• PRDP process (including your team's current objectives)</li> <li>• Managing Sickness Absence (including conducting Return to Work Interviews)</li> <li>• Annual leave - arrangements for calculating staff entitlement</li> </ul>	Line Manager	Divisional Manager
<input type="checkbox"/> How to join <ul style="list-style-type: none"> <li>• <a href="#">The library</a></li> <li>• <a href="#">The gym / other leisure facilities</a></li> </ul>		College Website Resource
<input type="checkbox"/> Workplace and campus tour: <ul style="list-style-type: none"> <li>• Local public transport</li> <li>• Lost property</li> <li>• Medical Centre / Occupational Health</li> <li>• Common rooms</li> <li>• Meeting rooms incl. how to book rooms</li> <li>• Libraries</li> <li>• Recreation facilities</li> <li>• Shops</li> <li>• <a href="#">Car/bicycle</a> parking</li> <li>• Reception</li> </ul>	Line Manager	
<input type="checkbox"/> Local interest <ul style="list-style-type: none"> <li>• Cultural events - Weekly concerts</li> <li>• Shopping, banking, eating, drinking, post office, chemist, supermarket, cash points, etc</li> <li>• <a href="#">What's On Imperial</a> events</li> <li>• <a href="#">Imperial Festival</a></li> </ul>	Line Manager	
<input type="checkbox"/> Sign up to the Mentoring Scheme	Imperial College Website	

