

New PS Procedure

By the Manager/School Administrator	
	In advance
	For any school or university funded academic posts liaise with School Administrator to fill in the 'PS Recruitment Tracker Sciences'. For any research funded post, fill a Request to Fill (RTF) and email to the School Administrator
	Inform MPS admin team of inductee arrival date
	Find desk
	Find keys for room (if needed)
	Order equipment (if needed)
	Order furniture (if needed)
	Remind CA about doorsign (if needed)
	Arrange for office space to be made ready (move in furniture and IT equipment if needed)
	Complete new ITS account form and organize new staff IT induction
	Remind CA and Information Coordinator about photography session
	Remind CA to update photo board when photo is available
	Update spreadsheet contact list
	Update room phone etc. on yellow screens
	Add to email group on yellow screens
	Add as an associate on yellow screen for the correct dept.
	Let telecoms know
	Remind Information Coordinator to maintain website 'roles'
	Delegate induction schedule (see example below), to include: <ul style="list-style-type: none"> - Collect ID and SALTO card from print unit in York House - Collect login information from ITS in Shawcross - Take SALTO card to technicians for programming - 1-1 or sub-team meetings with School Office staff - Health and safety induction with Cassandra Churchwell
	Request new user access to finance system Unit 4. To do this you must complete the New User Set-Up (Non Finance) form and email it to the Finance Service Desk at rt-finance-servicedesk@sussex.ac.uk . http://www.sussex.ac.uk/finance/how/using-the-finance-system
	Add to mailing list and Teams site
	On first day
	Provide MPS staff handbook link with useful information: www.sussex.ac.uk/mps/internal/staff/newstaff
	Direct to www.sussex.ac.uk/mps/internal/staff for information on appraisals, family-friendly policies and more
	Discuss opportunities for training, including Organisational Development
	Explain that payslips are online @ MyView
	Ensure the new staff member undertakes mandatory online training modules covering Unconscious Bias, and Equality and Diversity: www.sussex.ac.uk/organisational-development/online
	Ensure new staff member has clear understanding of job role and who to go to if experiencing any difficulties
	Arrange for the staff member to attend the next 'Welcome Session' arranged by Organisational Development: www.sussex.ac.uk/organisational-development/new-staff

By the Inductor	
	In advance
	Make induction schedule (see example below), to include: <ul style="list-style-type: none"> - Collect ID and SALTO card from print unit in York House - Collect login information from ITS in Shawcross - Take SALTO card to technicians for programming - 1-1 or sub-team meetings with School Office staff - Health and safety induction with Cassandra Churchwell
	Send induction schedule to new staff member in advance of first day
	On first day
	Meet with inductee at specified time
	Go over induction schedule
	Provide details of work address and work telephone number
	Introduce to School Office location and staff
	Take to Print Unit, York House to collect staff ID and get printed SALTO card.
	Take to Shawcross Building to collect IT login
	Take to technicians to get access on SALTO
	Set up printer with SALTO card and IT login
	Discuss copying, printing and computing
	Show stationary cupboard
	Tour of Pevensey buildings

By the HoSC	
	In advance
	Arrange for staff badge

By the Information Coordinator/Clerical Assistant	
	In advance
	Door sign (if needed)
	Organise portrait photography session
	After start
	Update photo board when photo is available

By the New Starter	
	On first day
	Take your paperwork to Human Resources (Sussex House, room 338). You will need: <ul style="list-style-type: none"> Staff Record Form (if not returned in advance) P45 or P46, if you do not have a P45 Completed Immigration, Asylum and Nationality form Passport and/or other forms of identification as specified in your appointment letter.
	Report to the School Office (Pevensey 2 3A20)
	Ensure you attend all your induction meetings, as per schedule provided
	Login to Sussex Direct direct.sussex.ac.uk/login.php to check your personal information and to order a car parking permit, if required
	Read the MPS staff handbook to find information on building opening hours, parking, travel and more: www.sussex.ac.uk/mps/internal/staff/newstaff
	Familiarise yourself with the Campus Map: www.sussex.ac.uk/about/directions/
	Request access to the finance system: www.sussex.ac.uk/finance/how/using-the-finance-system
	Visit the ITS help pages to find help, advice, how-to and video guides on using Sussex IT systems www.sussex.ac.uk/its/staff
	Visit www.sussex.ac.uk/staffdevelopment/induction for further information on making the most of your time at Sussex.

Template email to team

Dear All (CC to porters for info)

***** will be starting in MPS as ***** on *****.

***** will be organising their induction.

I am outlining various team actions below, some of them are for now but some for later. If you cannot complete your action before ***** arrives please can you add a reminder in your diary or something similar?

Clerical Assistant / Information Coordinator – can you arrange a photography session. Liaise with ***** who is organising the induction schedule.

Clerical Assistant – once the photograph has arrived can you add to the photo board.

Information Coordinator – can you make sure that you add them to the right sections on the website, once they have arrived.

Head of School Coordinator – can you order a staff badge.

Many thanks,

Example of an administrative induction week

Day	Time	Activity
Monday	AM	Attend Human Resources to confirm employment start
	10:00	<p>Come to the School Office (Pevensey 2 3A20), meet team & learn office layout (tea & coffee!)</p> <p>Sit down with NAME. Go over plan for week.</p> <ul style="list-style-type: none"> • Take to technicians to get access on SALTO • Take to Print Unit, York House to collect staff ID. The print unit can also print on their SALTO card at this point, if this has already been programmed by the technicians. • Take to Shawcross Building to collect IT login <p>Tour of Pevensey buildings with NAME – include toilets, kitchen, key rooms & fire alarm procedure.</p>
	12:00	Welcome meeting with School Administrator
	13:00	Lunch with NAME(S) – this is optional, please say if you would rather have some time to yourself!
	PM	<p>With NAME:</p> <ul style="list-style-type: none"> • Check access is right for G Drive, email accounts, group calendar • Set up printing on the MFD • How to use the phone • Set up flexi spreadsheet • Subscribe to ITS updates <p>In your own time:</p> <ul style="list-style-type: none"> • Set up desk & get established (stationery cupboard!) • Browse the School webpages to become familiarised • Sit at desk and do online DSE test • Set email signature • Online training courses (can be done over other days)
16:00	Finish (always finish early on first day!)	
Tuesday	9:45 – Photo for your profile, NAME will confirm the location	<p>Morning: Shadowing (list specifics below)</p> <p>Afternoon: Meet with different colleagues to learn about their jobs, some training</p>
Wednesday	<p>Morning:</p> <p>10:00–11:00 – Meet with different colleagues to learn about their jobs</p> <p>11:00–12:00 - Meet with different colleagues to learn about their jobs, some training</p> <p>Afternoon:</p> <p>Start doing some independent work based on training</p>	
Thursday	11:30–12:00 – Health and Safety Induction with NAME	All day: Shadowing - being trained in various responsibilities as they arise.
Friday	Morning and afternoon: Training	
		Meet with other members of the team over the rest of this week, they will contact you separately to arrange this.