Graduate staff member induction checklist

This checklist ensures that our graduate staff members receive all the information and support they need to help them settle into their new role.

The graduate staff member should complete this form with their line manager and a copy kept by both of them. Please tailor and incorporate local School/Department induction activities into this checklist as appropriate.

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<th>Name</th>
<th>Job title</th>
<th>School/Department/Division</th>
<th>Start date</th>
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### On-boarding/pre-arrival (for the manager)

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- Manager to arrange for another member of staff to ‘buddy’ the graduate staff member.
- Manager to make induction meetings with relevant colleagues
- Manager to liaise with the Careers and Employability Centre (CEC) and finalise training and professional development plan
- Manager to send request via ITS website for new staff member email and appropriate IT access to be set up

### On-boarding/ Pre-arrival (for the graduate staff member)

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- New member of staff to visit HR to complete starter documentation and ID/right to work checks before any work activities begin, including meetings.

### First day (for the manager)

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- Introduction to work colleagues
- Show them fire exits/fire evacuation procedures and assembly point(s)
- Introduce them to their ‘buddy’
- Discuss working hours, start and finish times, breaks, flexible working arrangements, sickness procedure, annual leave booking procedure etc.
- Help with car parking, parking permits and the University’s travel schemes
- Info on local buses/train services
- Welcome the new member of staff to the School/Division/Department
- Induction meetings programme provided

### First day (for the graduate intern)

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- Visit Print Unit to collect University staff ID card
- Visit ITS in Shawcross Building with photo ID to collect ITS passwords

### First week (for the manager)

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- Tour of the building and facilities, and campus tour (if needed)
- Introduction to key School/Division/Department contacts
- Health and Safety processes and procedures discussed
- Give an explanation of University/School/Professional Services structures and organisational charts
- Discuss job description, requirements, expectations, probation arrangements and appraisal process
Discuss and agree frequency and dates for one-to-one meetings
Discuss the University’s Equality, Diversity and Inclusion policies and procedures
Introduce staff member to Sussex Direct and MyView
Agree upon essential training with member of staff and agree the training and professional development training plan

First week (for the graduate intern)
Complete DSE self-assessment
Review their training and development plan and discuss with their line manager
Make an appointment with CEC to discuss the Sussex Graduate Programme support: graduateopportunities@sussex.ac.uk

First four weeks (for the manager)  
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Discuss policies and practices of particular importance to the area of work/School/Department
Discuss School/Department practices, communication channels and activities
Draw attention to the University services, the Library, Sussexsport, Cycle to Work scheme etc.

First four weeks (for the graduate intern)
Complete the University’s essential e-learning programmes, as identified in their essential induction training plan

Other specific information (you will need other specific information that is relevant to your work and role. Your manager will arrange to discuss these requirements with you. Please list these role specific requirements below)  

Completed (please date and initial)

Signature of member of staff: Date:

Signature of line manager: Date:

When completed please retain a copy and return to your line manager.