

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.

Name	
Job title	
School/Department/Division	
Start date	

On-boarding/pre-arrival (for the manager)	Date	Initials
Manager to arrange for another member of staff to 'buddy' the graduate staff member.		
Manager to make induction meetings with relevant colleagues		
Manager to 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)		
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)	Date	Initials
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.		
Join up your new starter to the Graduate Associate Teams Channel, so they can connect with other Graduate Associates working across campus.		
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 Associate)		
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)	Date	Initials
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 Associate)		
Complete DSE self-assessment		
Review their training and development plan and discuss with their line manager		
Email Emily Huns (e.huns@sussex.ac.uk) in the Careers and Entrepreneurship team to arrange a one-hour career development discussion with a Sussex Careers Consultant to help you plan how you will use your time as a Graduate Associate to explore your next career steps and develop your skills. You are welcome to book a second appointment too towards the end of your contract		
First four weeks (for the manager)		Date
Discuss policies and practices of particular importance to the area of work/School/Department		Initials
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.