

Induction Checklist

This checklist has been designed to ensure that the induction experience for every new employee is consistent and effective. Once you have arrived for your first day at work, you are expected to engage with the checklist. As you complete the activities, **you must check the electronic boxes on Moodle** to show that they have been completed. This is required so that your HR Organiser record will be updated to show that you have completed the checklist element of your induction programme.

1. I know the location of toilets, refreshments and washing up facilities in my place of work.	-----
2. I have been shown how to use the telephone and post system, including University internal telephone and e-mail directory .	-----
3. I am aware of the "Find Your Way" section of this 'Welcome to Essex' Moodle resource.	-----
4. I have been shown around my place of work, introduced to my colleagues and provided with a tour of campus facilities.	-----
5. I know the local procedures for emergencies and the emergency contact information .	-----
6. I have received information about my new role and the functions of my department/section.	-----
7. I know about arrangements for travelling to work (including parking), booking leave and reporting sickness absence .	-----
8. I have been informed how to order stationery, as well as how to access local photocopying and printing facilities.	-----
9. I have been allocated a main point of contact and an induction mentor (Guidance for mentees).	-----
10. I have logged into HR Organiser and checked my personal details and payslip preferences.	-----
11. I have obtained my campus card/staff card from People & Culture (Colchester campus) or the Campus Manager (Southend campus). There are no campus cards at Loughton.	-----
12. I have completed the Health and Safety Induction Checklist	-----
13. I have received my contract and completed my New Employee Health Questionnaire online	-----
14. I have collected a Payroll Information Pack from People & Culture, completed all required documentation, and returned it to People & Culture—including bank details, National Insurance number and P45 (if you have one).	-----

15. I am aware of my Essential Training requirements (<i>links are on the Welcome to Essex Moodle course</i>) and that these need to be completed before I have been an employee for six months.	-----
16. I have registered online at the Staff Parking page (for Colchester campus staff only).	-----
17. I have set the staff directory as my home page .	-----
18. I have added my name to receive the weekly edition of Essex Weekly	-----
19. I have added my name to receive all staff info emails	-----
20. I have familiarised myself with the policy when inviting an external speaker on to campus	-----
21. <i>i-resilience</i> provides a comprehensive understanding of personal resilience and gives examples of how this could impact on users responses to demanding work situations. The personal i-resilience report allows users to build on existing areas of strength, and also allows them to manage any potential areas of risk. Once you have your personal report, why not contact Coaching for Success , who can help you to identify and implement coping strategies	-----