

ONBOARDING CHECKLIST

PRE START DATE

- Use pre-employment checklist and send welcome letter
- Discuss any reasonable adjustments
- Organise IT and work equipment
- Identify buddy

FIRST DAY

- Use the new start checklist document
- Provide information on department and the role
- Introduce key colleagues and buddy
- Share departmental structure and purpose of each team
- Provide basic orientation of toilets, kitchen etc
- Review lunch breaks, start and finish times and holidays
- Highlight how to reach you to ask questions
- Include in email distribution lists

FIRST WEEK

- Discuss workload (teaching, research and admin split)
- Assign work and communicate resources available
- Set standards to meet
- Discuss key dates in the year to be aware of
- Explain the departments priorities and how they fit into the overall University priorities and structure
- Talk through management styles

FIRST MONTH

- Introduce to key business partners/leaders
- Give feedback on work produced
- Ask for feedback
- Identify any development needs

FIRST 90 DAYS

- Monitor performance and give feedback
- Ask for feedback
- Schedule in one to ones
- Identify any development needs

FIRST YEAR

- Provide formal and informal feedback
- Complete probationary period documentation
- Review first year and identify development needs

