

UNIVERSITY OF DUNDEE

SCHOOL/UNIT INDUCTION CHECKLIST

Your School/Unit may have appointed a mentor who is responsible for ensuring that this Checklist is covered with you. Alternatively, you may simply refer to the Checklist as a guide in helping you gather information in the early stages of your University employment.

Name of Appointee:		Date of Commencement:
Job Title:		Mentor: (if applicable)
Department/School:		
RECEPTION		TICK ON COMPLETION
1	Reception on arrival	
2	Induction Folder received	
WELFARE		TICK ON COMPLETION
1	Immediate supervisor and work colleagues introduced	
2	Office/Lab/Working Area, chair, desk, keys	
3	Notice Board	
4	Food and drinks facilities	
5	Toilets, washrooms	
6	Locker, security of possessions, lost property	
7	Uniform, dress code	
8	Sport and recreational facilities, library service, etc	
9	Car parking facilities and fees	
10	Buildings and locations map	
11	Trade Union recognition	
DOCUMENTATION		TICK ON COMPLETION
1	Pay day/statement	
2	Information to Human Resources (ID Check/Yellow Form/Bank Details)	
3	Expenses procedures	
4	I.D. Card	
5	Hours of work	
6	Annual Leave information	
7	Rules on sick leave/reporting absence	
8	Sickness record card	
IMMEDIATE WORKPLACE AND JOB CONTEXT		TICK ON COMPLETION
1	Explanation and/or tour round layout of immediate workplace	
2	Immediate work colleagues introduced and their job context outlined	
3	Senior and accountable colleagues introduced and their job context outlined	
4	Custom and practice (e.g. post items, style of telephone answering, confidentiality, alternating duties, lunchtime cover)	
5	Stationery and photocopying facilities, facsimile, telephones	
6	Computer facilities	
7	Direct job related information	
8	Probationary Review Process explained and timetabled	

EQUALITY AND DIVERSITY		TICK ON COMPLETION
1	Policies and Procedures	
2	Equality and Diversity Mandatory Training Modules	
HEALTH AND SAFETY		TICK ON COMPLETION
PROCEDURES AND DUMMY RUNS		
1	Fire drill, location of exits	
2	Use and types of extinguisher, location of fire-fighting equipment	
3	Accident Reporting	
FIRST AID		
1	Nearest first aid room	
2	Designated First Aider for you building	
HEALTH AND SAFETY PROVISIONS		
1	Health and Safety notice board	
2	General Safety rules, Health and Safety policy	
3	Smoking policy	
4	Protective clothing	
UNIVERSITY COMPUTING FACILITIES		TICK ON COMPLETION
1	Code of Conduct for the use of University computing facilities (Read documentation in Induction Folder or see IT Services Website)	
SPECIAL CIRCUMSTANCES/ADDITIONAL INFORMATION		TICK ON COMPLETION
1	Language barriers: jargon used	
2	In-house journals, e.g. "Contact"	
3	Information about key University initiatives e.g. Strategic Review, Objective Setting and Review (OSAR), etc	
4	End of day/week check Any questions	
ADDITIONAL DEPARTMENTAL/SCHOOL INFORMATION		