**Manager Checklist (Ref 4)**

**Prior to New Employee Arriving**

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|  | Task | More Information |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Following contract acceptance, contact the new employee by phone to welcome them to the school or unit.* Check if they have any questions.
* Confirm when you will contact them again

 (generally one week before the start date unless there is a long notice period in which case further calls might be appropriate).* Provide your own contact details in case they have any other questions.
 | Contact the Resourcing Consultant for your area if you do not have the contact details. |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | 2 weeks before the start date – organise the work space for the new employee.* Decide on office/desk location
* Order/allocate equipment (including computer) and arrange set up
* Arrange systems access necessary for their role.
* Order a swipe card if required for your building.
 | IT Services 2700Telephone Services 1800 |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Draft an induction plan/activities |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Communicate to the wider team the start date of the new employee.* Identify “nominated colleague” in your team to support the new employee.
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| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | 1 week prior to the start date, contact the new employee by phone to finalise arrangements for their first day.For new employees joining from outside of UCD, discuss the following:* Check if they have received their Personnel Number (“P” number).
* Check if they have seen the campus map.
* Confirm what building they will be based in.
* Check if they have reviewed the commuting information and parking permit information if they are travelling by car. Do they have any questions?

For new employees joining from outside of UCD or from another school or unit, make the following arrangements:* Confirm start date and agree what time they should arrive at (it might be easier to arrange a slightly later start time on the first day).
* Confirm where they should go and who will be meeting them on the first day.
* Confirm dress code for your school/unit.
 | Contact the Resourcing Consultant for your area if you do not have the contact details.Resourcing Consultant details available [here](https://www.ucd.ie/hr/hrhelpdesk/resourcingconsultants/) |