

LOCAL INDUCTION CHECKLIST

(To be completed on arrival with your Head of School/manager)

My Personnel Number:

My work phone Number:

My work email address:

The “local Induction” is the most important part of the orientation process and this checklist is designed with your integration in mind.

It is recommended that the following points should be covered during your discussion with your Head of School/Unit (or designated colleague) on arrival. A basic level of information around the role and functions of the School / Unit must be provided on commencement.

School / Unit information

- Introductions to colleagues and tour of the School/Unit.
- IT set up and passwords.
- Contact details for colleagues and School/Unit.
- Details of “local arrangements” regarding holidays and working hours.
- Who to contact when absent or sick. See also [Managing Attendance & Sick Leave Policy](#)
- Location of service areas.
- Dress codes (*if applicable*).
- Location of stationary supplies and procedures for ordering
- Location of photocopiers / scanners / printers / post
- Details on access to buildings and swipe cards (*if applicable*).
- Parking & Commuting. See [UCD Estate Services](#)
- Information on Dignity & Respect Contact Panel, see [Dignity & Respect in UCD](#)

Job Information

- Outline probation review date and important milestones and targets I need to be aware of.
- Overview of UCD strategy and how it applies to the school/unit
- Overview of the School / Unit strategy and how it applies to my work.
- Details of the specific duties assigned to me and expectations.
- Reporting and communication lines in the School / Unit.
- Overview of the responsibilities assigned to others in the School / Unit.
- Organisation charts for my area.
- General information on projects and committees within my School / Unit.
- Outline of my immediate work plan.
- Development opportunities and supports within the University, see [UCD HR – People & Organisation Development](#) website or contact peopledevelopment@ucd.ie. Please note you must consult with your manager prior to booking any courses.
- For Post-Doctoral Research Fellows Levels I & II access to learning and development can be found through at [UCD Research Skills & Career Development](#)

Health and Safety Information

- Details of fire exits and emergency procedures.
- Location of First Aid Kit and who to report accidents to.
- Location of fire extinguishers.
- Name of fire marshal.
- Details of hazardous materials on site (*if applicable*).
- Copy of local safety statement (*For overall UCD Safety statement, see [UCD SIRC](#)*).

Teaching and Research (*if applicable*)

- Details on current teaching and research in my area.
 - Information on:
 - Banner Gradebook support and training.
 - Brightspace virtual learning environment.
 - Modularisation.
 - Timetabling.
 - Research Management System.
 - Business Objects.
 - Guidelines on lecturing.
 - Exam process.
 - Setting up graduate students.
 - Grant applications – who signs off on what?
- Development opportunities and supports within the University. See [Teaching & Learning](#), [UCD HR – People & Organisation Development](#) and [UCD Research Skills & Career Development](#)

Signature of new employee:

Name: _____

Date: _____