**Manager Check List (Ref 5)**

**First Week**

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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 | Ensure workspace is set up   * Computer and phone in place * Access to systems arranged | IT Accounts - 2700  Telephone Services - 1800 |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Send email to the staff members in the school / unit informing them that the new employee is starting. |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Ensure “nominated colleague” has been identified to support the new employee. |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | On the first day, meet with the new employee at the agreed location.   * Provide a tour of the school / unit. * Introduce them to staff members in the school / unit. * Introduce them to “nominated colleague”. |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Set up meeting to take place before the end of the first week to cover the following:   * Check if they have forwarded their P45 to Payroll or advised Revenue of commencement of employment with UCD and to assign Tax Credits * Any immediate training needs? * Any additional supports needed? * Hybrid working and how it works in the team (if applicable) * Explain Hours of Work/Local Arrangements * Discussed role and responsibilities? * Discussed probation review date and important milestones and targets? * Questions on HR Polices * Reinforce the sick leave process if they should be absent from work. Include notification and sick certs /logging and social welfare process. Refer employees towards the leave and absence policies <https://www.ucd.ie/hr/leave/> * Review Induction / Training Plan * Check if they have any other questions? | See “[Payroll & Tax](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” section |