**Manager Check List (Ref 5)**

**First Week**

|  |  |  |
| --- | --- | --- |
|  | 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 |