**Manager Checklist (Ref 6)**

**First Month**

|  |  |  |
| --- | --- | --- |
|  | Task | More Information |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Arrange meeting to review the first 2/3 weeks  Review Induction/Training Plan  Any issues in relation to systems?  Has GDPR and other compliance training been completed?  Any immediate training needs?  Any additional supports needed? |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Review processes, contacts and sources of information necessary for the new employee to do their job effectively (include reiteration of sick leave process) |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Review training needs | See [here](https://www.ucd.ie/peopledevelopment/ourservices/newtoucd/) for further details on training |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Give clear outline of unit or school goals and objectives |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Set up meetings and introduce the new employee to key stakeholders in the wider university community.  If appropriate, the plan will include peers in other units, Faculty, key contacts in Support Units, external organisations and key contacts in other Universities or institutions |  |
|  | If you need any additional information, contact your Resourcing Consultant or email [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie) | Resourcing Consultant details available [here](https://www.ucd.ie/hr/hrhelpdesk/resourcingconsultants/) |