

The University of Manchester
Office of the Registrar and Secretary

LOCAL INDUCTION

Local Induction

Staff member: _____

Post: _____

Induction Manager: _____

Location: _____

| | Date completed | Initialled Line Manager | Initialled Staff member |
|---|-----------------|-------------------------|-------------------------|
| 1. Welcome and Personnel matters. CHECK information received re: | | | |
| Pay | | | |
| Holidays | | | |
| Sickness | | | |
| Pension | | | |
| Grievance procedure | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

| | | | |
|-------------------------------|-----------------|--|--|
| 2. Description of Unit | | | |
| Describe unit and its work | | | |
| Organisation of unit | | | |
| Management and supervision | | | |
| Role of sub-unit/section | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

| | | | |
|--------------------------------------|-----------------|--|--|
| 3. Staff member's duties | | | |
| Description | | | |
| Staff member's role | | | |
| To whom responsible | | | |
| To whom to refer | | | |
| From whom guidance to be sought | | | |
| Conduct and standards | | | |
| Uniform/dress code | | | |
| Customers: who they are/expectations | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

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|--|-----------------|-------------------------|-------------------------|
| 4. Training | | | |
| Describe induction training | | | |
| Induction Training and Development plan | | | |
| Outline training/development opportunities | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

| | | | |
|---|-----------------|--|--|
| 5. Local policy, procedures and arrangements | | | |
| COSHH | | | |
| Health and Safety Policy | | | |
| Health and Safety Officer/Committee | | | |
| First Aid | | | |
| Fire precautions, drill and alarm testing | | | |
| Security | | | |
| Smoking | | | |
| Hygiene | | | |
| Risk assessment | | | |
| Manual handling | | | |
| Accident forms | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

| | | | |
|--|-----------------|--|--|
| 6. Matters specific to the post | | | |
| Hours | | | |
| Shifts | | | |
| Meal breaks | | | |
| Clocking on/off | | | |
| PPE – Issuing and responsibility | | | |
| Telephones and communications | | | |
| Swipe/Library card | | | |
| Computer access and use | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

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|--|-----------------|-------------------------|-------------------------|
| 7. Local facilities and environment | | | |
| Parking | | | |
| Staff room | | | |
| Toilets | | | |
| Eating facilities | | | |
| Tour of unit/building | | | |
| Introduction to other staff | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

| | Date completed | Initialled Line Manager | Initialled Staff member |
|--|-----------------|-------------------------|-------------------------|
| 8. Other policy, procedure and contact issues | | | |
| Communications in the RSD/Office | | | |
| Personal Review processes | | | |
| Local Trade Union representatives | | | |
| Financial regs. (e.g. travel and OT claims) | | | |
| Outstanding matters: | Queries: | | |
| Notes: | | | |

| Event/Information record | Date | Staff member's initials |
|--|-------------|--------------------------------|
| Information pack received: | | |
| Local Induction completed | | |
| Directorate/Office Induction training attended | | |
| Directorate/Office Information pack received | | |
| University Induction training attended | | |
| University Information pack received | | |

I have reviewed this record and I certify that induction training has been completed satisfactorily:

Date Signed (Head of Unit)

Date Signed (Staff member)

Note: Any section of this record not relevant to the post should be marked NA in the date box and initialled.