



## LINE MANAGER CHECKLIST

*This checklist has been designed as a quick reference guide for line manager's action points when inducting a new member of staff. This is not an exhaustive list but covers the basic steps required. Depending on the circumstances, other considerations may need to be made on a case-by-case basis.*

NEW EMPLOYEE DETAILS	
Name of employee	
Job title	
Confirmed start date	
Date induction completed	
BEFORE THEY ARRIVE	
Liaise with HR on start date	Completed (✓)
Inform facilities and reception	
Set up work space, including desk, phone, computer ( <a href="#">MSD IT</a> ), stationery ( <a href="#">Facilities</a> ) etc.	
Set up access to group drives, and online and shared resources	
FIRST DAY	
Welcome employee and introduce them to the team/colleagues	
Show employee where they will be working	
Provide a tour of the building and offices, including facilities such as kitchen areas, labs and toilets	
Introduce employee to office systems, including post, recycling, shredding, photocopying, room booking, dress code, reception and visitor process	
Assign employee a mentor or key contact person	
Ensure employee attends their 1:1 induction with HR	
FIRST WEEK	
Ensure employee attends a health and safety induction and HR group induction to obtain access to level 6 (these take place every Tuesday at 1:15pm, Level 6 West Wing).	Completed (✓)
If necessary, ensure employee attends building inductions for any additional buildings to which access will be required.	
Ensure employee sets aside time to complete the following mandatory online induction courses:	
<ul style="list-style-type: none"><li>▪ <a href="#">Implicit Bias in the Workplace</a> (15 mins)</li><li>▪ <a href="#">Challenging Behaviour</a> (80 mins)</li><li>▪ <a href="#">Information Security Awareness</a> (50 mins)</li></ul>	
Explain the key aims and targets of the group	
Go over group processes, including individual and group meeting arrangements	

<b>Go over the role responsibilities and aims</b>	<ul style="list-style-type: none"> <li>▪ Explain the post in full and how it fits into the group/department</li> <li>▪ Outline expected performance and how it will be assessed</li> <li>▪ Discuss any training that might be required</li> </ul>	
<b>Make sure they understand the terms and conditions of employment</b>	<ul style="list-style-type: none"> <li>▪ <a href="#"><u>Probationary procedures</u></a></li> <li>▪ Hours of work, breaks, annual leave and sick leave logging</li> <li>▪ Notice periods (particularly fixed term contracts)</li> </ul>	
<b>FIRST MONTH</b>		<b>Completed (✓)</b>
<b>Arrange an informal meeting:</b> It's always a good idea to touch base with your new employee with an informal meeting to assess how they are adjusting to their role and whether they have any particular coaching or training needs, or other concerns.		
<b>AT 3 MONTHS</b>		<b>Completed (✓)</b>
<b>Update HR:</b> Inform HR on how your new employee is settling in and performing (via email or telephone).		
<b>Refresher:</b> Remind new employee of the terms and conditions of employment and ensure they have completed their mandatory online induction courses.		
<b>AT 6 MONTHS</b>		<b>Completed (✓)</b>
<b>Arrange a mid-term probation review:</b> This is an opportunity to pinpoint any development needs, set timescales for achieving them and adjust work targets if required before the 12 months final probation. Please raise any concerns you may have with HR.		
<b>AT 12 MONTHS</b>		<b>Completed (✓)</b>
<b>Final probation:</b> Look at the previous goals of the last 6 months and look at the next 6 months of work objectives and any experience, coaching or training needs required.		
<b>Update HR:</b> Let HR know your new starter has passed their probation (via email or telephone). If you feel they have not passed a probation period, please liaise with HR before the meeting so they can support you on a case-by-case basis.		