



<input type="checkbox"/>	Introduce to key colleagues	
<input type="checkbox"/>	Safety Handbook, safety induction – arrange with Lucy for Downing Site, Dudley for Bullard/BPI http://www.esc.cam.ac.uk/resources/health-and-safety/safety-handbook-2015-16.pdf	
<input type="checkbox"/>	Fire alarms, evacuation routes, assembly points, fire alarm test schedule, location of fire extinguishers, first aid arrangements, and how to report accidents. Bullard – windows	
<input type="checkbox"/>	No smoking – Downing Site: arrangements for smoking	
<input type="checkbox"/>	Point of contact or mentor for answering questions	
<input type="checkbox"/>	Overview of Department structure and the role of key sections and staff	
<input type="checkbox"/>	Collect keys, pay deposit where necessary	Julie/Gill
<input type="checkbox"/>	University Card from the Card Office – form to fill in/temporary pass if needed	Sylvia/Gill
<input type="checkbox"/>	Computer access – form to fill in; photocopiers/printers information	
<input type="checkbox"/>	Informal visitors – form to fill in (BP Institute)	Gill
<input type="checkbox"/>	Arrangements for booking annual leave and reporting unplanned absence	Lucy/Gill
<input type="checkbox"/>	Tour of working environment and facilities – own workspace and surrounding area, toilets, coffee room, recycling facilities/environmental issues, kitchen, (student kitchen at Bullard/BPI)	
<input type="checkbox"/>	Working hours and break times where appropriate	
<input type="checkbox"/>	Library – introduction to Sarah Humbert	
<input type="checkbox"/>	Information on Seminars: http://talks.cam.ac.uk/show/index/15125 (Dept Earth Sciences) http://www.bpi.cam.ac.uk/seminar (BPI) Notice board - Bullard	
<input type="checkbox"/>	Pigeon holes and mail, UMS info, stationery	Sylvia/Gill
<input type="checkbox"/>	Travelling – insurance (http://www.admin.cam.ac.uk/offices/insurance/travel/), Field Risk Assessments, (and for graduate students: Leave to Work Away)	Andy
<input type="checkbox"/>	Additional help for newcomers to the UK – accommodation, bank account, NHS	Andy/College

Name	Signature	Date completed

Additional information for all paid Staff (complete within the first month)

<input type="checkbox"/>	Book onto "Welcome to Cambridge" induction event: http://www.training.cam.ac.uk/cppd/event/1486728
<input type="checkbox"/>	Complete Staff Induction Online: http://www.training.cam.ac.uk/cppd/course/cppd-self1
<input type="checkbox"/>	Complete Fire Safety Online: http://www.training.cam.ac.uk/ohss/event/1480054
<input type="checkbox"/>	Complete Equal Opportunities and Diversity Essentials online training: http://www.training.cam.ac.uk/cppd/event/47169#
<input type="checkbox"/>	<i>After contract received from HR:</i> Log into Employee Self-Service (at https://chris.cam.ac.uk/hr_live_ess/) to review/update own personal details and become familiar with how it works (e.g. for viewing payslips) Pay dates are shown at http://www.finance.admin.cam.ac.uk/payroll/payroll-deadline-dates-2016
<input type="checkbox"/>	Agree training needs and plan how these will be met with line manager/other appropriate colleague: http://www.ppd.admin.cam.ac.uk/courses-and-programmes
<input type="checkbox"/>	Read policies on Equal Opportunities, Dignity@Work, Children and Vulnerable Adults and Disciplinary Action, Grievances and Appeals: http://www.admin.cam.ac.uk/offices/hr/policy/dignity/
<input type="checkbox"/>	Discuss role description, key responsibilities and work objectives with line manager/other appropriate colleague
<input type="checkbox"/>	Review information on University probation arrangements (found at http://www.admin.cam.ac.uk/cam-only/offices/hr/probation/), discuss these with line manager/other appropriate colleague and schedule first probation review meetings
<input type="checkbox"/>	Car registration, bicycle parking, travel loans and bike scheme information: http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/travel-work-loan https://www.cyclescheme.co.uk/
<input type="checkbox"/>	Complete the 'Safeguarding Yourself and Others' module from the Health and Safety Induction Online: http://www.training.cam.ac.uk/ohss/course/ohss-safety60
<input type="checkbox"/>	Postdocs check out Office of Postdoctoral Affairs: http://www.opda.cam.ac.uk/newtocambridge
<input type="checkbox"/>	Read Staff Guide or Assistant Staff Handbook and other information available at: http://www.admin.cam.ac.uk/offices/hr/staff/ for key details on terms and conditions, policies, practices, facilities, benefits and trade unions
<input type="checkbox"/>	Read about benefits for staff: http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits
<input type="checkbox"/>	Check University family friendly policies – <ul style="list-style-type: none"> • Maternity and other family-related leave: http://www.hr.admin.cam.ac.uk/hr-staff/information-staff/maternity-and-other-family-related-leave-and-pay • Returning carers: http://www.hr.admin.cam.ac.uk/policies-procedures/returning-carers-scheme • Flexible working: http://www.admin.cam.ac.uk/offices/hr/policy/flexible/
<input type="checkbox"/>	Learn about Unconscious Bias: https://royalsociety.org/topics-policy/publications/2015/unconscious-bias/ https://www.vle.cam.ac.uk/course/view.php?id=131162

Name	Signature	Date completed