**Manager Checklist (Ref 4)**

**Prior to New Employee Arriving**

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|  | Task | More Information |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Following contract acceptance, contact the new employee by phone to welcome them to the school or unit.* Check if they have any questions.
* Confirm when you will contact them again

 (generally one week before the start date unless there is a long notice period in which case further calls might be appropriate).* Provide your own contact details in case they have any other questions.
 | Contact the Resourcing Consultant for your area if you do not have the contact details. |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | 2 weeks before the start date – organise the work space for the new employee.* Decide on office/desk location
* Order/allocate equipment (including computer) and arrange set up
* Arrange systems access necessary for their role.
* Order a swipe card if required for your building.
 | IT Services 2700Telephone Services 1800 |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Draft an induction plan/activities |  |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Communicate to the wider team the start date of the new employee.* Identify “nominated colleague” in your team to support the new employee.
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| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | 1 week prior to the start date, contact the new employee by phone to finalise arrangements for their first day.For new employees joining from outside of UCD, discuss the following:* Check if they have received their Personnel Number (“P” number).
* Check if they have seen the campus map.
* Confirm what building they will be based in.
* Check if they have reviewed the commuting information and parking permit information if they are travelling by car. Do they have any questions?
* Assign a Buddy to create an informal yet structured knowledge-sharing environment.

For new employees joining from outside of UCD or from another school or unit, make the following arrangements:* Confirm start date and agree what time they should arrive at (it might be easier to arrange a slightly later start time on the first day).
* Confirm where they should go and who will be meeting them on the first day.
* Confirm dress code for your school/unit.
* Assign a Buddy to create an informal yet structured knowledge-sharing environment.
 | Contact the Resourcing Consultant for your area if you do not have the contact details.Resourcing Consultant details available [here](https://www.ucd.ie/hr/hrhelpdesk/resourcingconsultants/)[Staff Buddy Programme](https://www.ucd.ie/hr/a-z/staffbuddyprogramme/), slides are available upon request from the HR Helpdesk (hrhelpdesk@ucd.ie)[Staff Buddy Programme](https://www.ucd.ie/hr/a-z/staffbuddyprogramme/), slides are available upon request from the HR Helpdesk (hrhelpdesk@ucd.ie)  |