**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 2700  Telephone 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. |  |
| 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) |