**Line Manager checklist – Name/Start Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **When** | **Action** | **Who** | **Complete** |
| Appointment request | Arrange working space for recruit | Line Manager/PA |  |
| Appointment request | Request equipment (laptop, etc) from IT | Line Manager/PA |  |
|  |  |  |  |
| Before start date 3 | [Apply](https://www.medsci.ox.ac.uk/for-staff/resources/information-technology/collaborative-tools/manage-your-accounts/proxy-apply-for-a-user-account) for MSD IT Account and network access (once SSO, email and card number received from HR) | Line Manager |  |
| Before start date 4 | Email new starter first day instructions, MSD IT login instructions, start time, location ([TEMPLATE New Starter Email](https://www.phc.ox.ac.uk/intranet/hr-and-personal-development/line-manager-guidance)) | Line Manager |  |
| Before start date 2 | Set induction programme to include key information, meeting dates, training dates ([TEMPLATE Induction Schedule](https://www.phc.ox.ac.uk/intranet/hr-and-personal-development/line-manager-guidance)) | Line Manager |  |
| Before start date 1 | Identify team member to act as induction buddy and if helpful arrange a pre-start meeting/call | Line Manager |  |
|  |  |  |  |
| First day | Check Right to Work has been completed by HR | Line Manager |  |
| First day | Check University card and login details given to new starter and that they have registered for network login | Line Manager |  |
| First day | Conduct a building tour | Line Manager, PA or Buddy |  |
| First day | Basic [Health and Safety](https://www.phc.ox.ac.uk/intranet/facilities-and-buildings/health-and-safety) induction: evacuation process, fire assembly point, first aid facilities and [DSE self assessment](https://safety.admin.ox.ac.uk/display-screen-equipment) via your SSO login | Line Manager |  |
| First day | Introduce starter to work colleagues and buddy/PA | Line Manager, PA or Buddy |  |
| First day | Add starter to Teams and meeting groups | Line Manager or PA |  |
| First day | Discuss working hours, dress code, team communication groups, social activities, etc. | Line Manager |  |
| First day | Show starter IT facilities such as printer, scanner etc; kitchen and coffee facilities etc. | Line Manager or buddy |  |
| First day | Discuss job description – clarification of role and expectations, identification of development needs | Line Manager |  |
|  |  |  |  |
| Week 1 | Set objectives/goals for the first few months ([see Probation Guidance](https://www.phc.ox.ac.uk/intranet/hr-and-personal-development/new-starter-arrangements)) | Line Manager |  |
| Week 1 | Ensure individual completes mandatory training in information governance (details of which will be emailed to them directly by the IG team), policies, [information security and data privacy](https://compliance.admin.ox.ac.uk/data-privacy-training-module), research governance and those relevant to role | Line Manager |  |
| Week 1 | Accompany starter to coffee morning | Line Manager or buddy |  |
| Week 1 | Introduce starter to library if relevant | Line Manager or buddy |  |
| Week 1 | [Refer to additional training, including courses relevant to line managers, supervisors and those who will participate in recruitment panels](https://www.phc.ox.ac.uk/intranet/hr-and-personal-development/career-development) | Line Manager |  |
| End of Week 2 | [Check that departmental induction has been completed](https://www.phc.ox.ac.uk/about/work-with-us/online-induction) | Line manager |  |
| End of Week 2 | Check that points on this list have been addressed | Line Manager |  |