**Week one induction checklist**

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| --- | --- |
| The basics | Complete? |
| Go over the role in more detail and ensure your new starter understands their role profile, what their work will entail and their specific responsibilities. |[x]
| Begin to allocate appropriate tasks for your new starter to undertake |[ ]
| Plan in regular catchups with the new starter to check how they are settling in, if anything needs adding to their induction and to define their objectives |[ ]
| Plan in 1-1s and catch ups going forward. Add the new starter to team meeting invites. |[ ]
| Send introduction emails to people in the wider organisation who may have contact with new starter and help them set up any relevant meetings |[ ]
| Send new starter invites to any relevant briefings or meetings they need to attend (i.e. team meetings, divisional briefings) |[ ]
| Provide key contact information (helpful contacts, useful phone numbers, links) |[ ]
| Check if the new recruit has any reasonable adjustments that need to be implemented\*\* If so an application to [Access to Work](https://www.gov.uk/access-to-work) may need to be explored with the employee and possibly also discussed with your HR Partner. You should also check out the [reasonable adjustments pocket guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Disability-support/Reasonable-Adjustments-Pocket-Guide-final-web-version.pdf) in this case.  |[ ]
| Make sure your new staff starter has access to the [terms and conditions,](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Terms-and-conditions/19-0767-Terms-and-conditions-booklet-5-280-V3.pdf) practices, policies and procedures of working at LSE:  |  |
| - [Ethics code](https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-Code) |[ ]
| - [Annual leave](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide) |[ ]
| - Sickness and absence |[ ]
| - Data protection |[ ]
| - [Health and safety](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/heaSaf.pdf) |[ ]
| - Review period |[ ]
| - [Flexible working](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/fleWorPolPro.pdf) |[ ]
| Anti-harassment policies at LSE, i.e. [Discrimination, Harassment and Bullying Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harPol.pdf), [Sexual Harassment & Sexual Violence Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harVioPol.pdf) |[ ]
| The core HR policies: [Disciplinary](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/disPolProSerSta.pdf), [Capability Performance](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/capPerPolPSSSta.pdf), [Capability Health](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/capHeaProAcaSupSta.pdf), [Grievance](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/griPolProAcaSupSta.pdf). |[ ]
| Specific wellbeing-related resources, including [Staff Counselling](https://info.lse.ac.uk/staff/services/staff-counselling), [EAP](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Employee-Assistance-Programme), the [Wellness Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellness-Toolkit/Wellness-Toolkit).   |[ ]
| Other policies/statements that relate to individual conduct – [Personal Relationships Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/perRelPolAndPro.pdf),  [Dignity at Work Statement](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/internal/DigWorSta.pdf), [Etiquette Policy for Email and other Online Communication Tools](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/emaEtiGui.pdf) |[ ]
| Disability-specific resources: the [Disability Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/schPolDis.pdf) and [Reasonable Adjustments Pocket Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Disability-support/Reasonable-Adjustments-Pocket-Guide-final-web-version.pdf). |[ ]
| Family-friendly resources: probably the [Toolkit for Parents & Carers](https://info.lse.ac.uk/staff/divisions/Human-Resources/Toolkit-for-Parents-and-Carers/Toolkit-for-Parents-and-Carers) as a starting point (which includes links to the relevant policies). |[ ]
| Work-life balance policies: the [Blended Working Policy](https://info.lse.ac.uk/staff/Assets/Documents/Blended-Working-Policy-FINALv.3.pdf) and [Flexible Working Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Flexible-Working-Toolkit/Flexible-Working-Toolkit) (which includes link to the policy). |[ ]
| The [Staff Wellbeing webpages](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Staff-Wellbeing) |[ ]
| The [Staff Benefits webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Staff-Benefits/Staff-Benefits) |[ ]
| Learning and development  |  |
| Discuss any short-term learning needs and begin local induction |[ ]
| Get your new employee to begin their e-learning. Time needs to be built into their induction schedule to do this during their first weeks in role. |[ ]
| Signpost the eLearning, Flying Start Induction and Campus Tour |[ ]
| Systems and processes |  |
| Ensure they have access to the relevant systems and complete any necessary systems training |[ ]
| If necessary, ensure your new starter knows how to use relevant devices (printer, telephone) and set up email signatures, out of office and voicemail |[ ]