

Line Manager Induction

This checklist is a guide to the information you will require from your line manager to be inducted into your local area.

Topic	Date Covered
Holiday Arrangements a) Procedure for booking holidays/fitting in with others	
Own Job a) Explain duties/go through job description b) Explanation of probation procedures and agree probation plan c) Introduction to the Staff Review & Development Scheme including how it works and the link to further information: http://www.leeds.ac.uk/hr/policy/SRDS.htm d) Explanation of Faculty, Institute or service objectives including relevant key performance indicators e) Team meetings schedule f) Arrange access to copy of University Calendar g) Arrange copy of internal telephone directory h) Give information and contact names and numbers of appropriate staff outside department e.g. RSU, ISS, HR, SDDU etc.	
Local area (Line Manager/Supervisor or nominee) a) Introduction to other staff in work area, explain their roles b) Location of nearest toilets, photocopier, coffee room, pigeon hole etc c) Local security arrangements d) Local Health and safety arrangements: <ul style="list-style-type: none">• The local arrangements for fire evacuation and location of nearest fire fighting equipment and manual alarm sounder.• The location of the nearest first aid boxes and accident report book and the names of local first aiders.• Arrangements for compiling and storing risk assessments.• How to access local laboratory rules / standard operating procedures.• Local arrangements for disposal of hazardous / offensive waste	
Professional Practice Training and Development a) Introduce to any departmental training and development contact b) Check whether individual has any immediate staff development needs c) Introduce to SDDU website http://www.leeds.ac.uk/sddu/ d) Introduce (if appropriate) to RSU website http://www.leeds.ac.uk/rsu/ e) Introduce to staff in similar grade and type of work in other sections/departments f) Introduction to Mentor (if applicable)	