Getting to Know the Department

Name: .................................................. Department: ...............................................................

This checklist is provided as a guide to some of the issues which should be covered as you are introduced to the department and your job. It will also act as a reminder to your colleagues of what should happen, or what you should be told as you join them.

Please tick off [✓] each aspect as you feel that it has been covered, or when you have been given the required information.

1. Your job
Your job in relation to the department’s mission
Clarification of your job description
Clarification of performance standards
Key targets for mid- and end-probation
Where to go for help and advice
Local procedures relating to your job
BUCS username and email address

4. Departmental Organisation and Operation
- Department’s role and mission
- Organisational chart for the department
- Hours of work and flexi-time
- Effective Behaviours Framework expectations (if relevant)
- Meal break/cover arrangements
- Holiday arrangements
- Sickness notification, requirements and procedure
- Other HR policies & procedures
- Equipment and materials
- - rules on use of equipment
- - managed print service
- Training and development within department
- Networks and information
- Trade union contacts
- Social facilities

2. People
Introduction to your line-manager
Introduction to key colleagues/co-workers
Introduction to key customers
Relevant contact details

5. Working Safely
- The following items will be explained by the Departmental Safety Coordinator
- Local safety rules and procedures
- Fire drill and alarm procedures
- Fire extinguishers: location and use
- Local safety hazards: risk assessments
- Use of equipment: local arrangements
- Accident reporting procedures

3. Departmental Layout
Tour of department
Entrances and Exits (including Emergency Exits and Assembly Points)
First Aid and First Aiders
Personal workplace and storage of personal belongings
Location of toilets and washing facilities

6. Equality and Diversity
Work through the Diversity in the Workplace online learning module (45 mins)
https://bath.marshallacmtraining.co.uk

7. Energy, Environment and Sustainability
Familiarise yourself with the University’s information and practice on energy and the environment
http://www.bath.ac.uk/estates/energy/
(with particular attention to Info for new starters and What Can I Do? links)
http://www.bath.ac.uk/estates/energy/greenimpact.shtml

NB – If you have a disability/impairment and have particular requirements, or support/equipment needs to enable you to work effectively, contact the Human Resources Advisor for your dept (see: http://www.bath.ac.uk/hr/working/contactus.html) or tel 01225 384184/385908.