



Joining Information

Welcome to the University of Bath,
Please find some information and guidance in
order to support you as a valued member of our
University.



We want you to enjoy a positive onboarding experience.

Before arrival



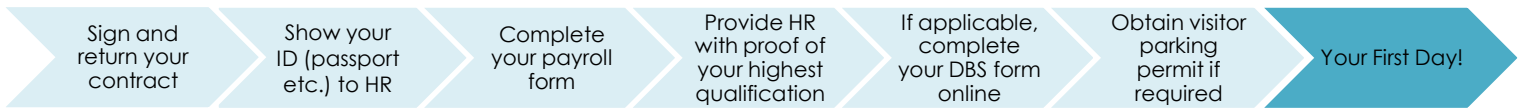
First Day / week



Other information



Before You Arrive



Checklist	Notes
<input type="checkbox"/> Proof of eligibility to work	<i>Your employment cannot commence without a member of HR conducting a right to work check. If you have not already shown us your passport/BRP/Birth certificate, please arrange to show this to your Recruitment Coordinator before your first day.</i>
<input type="checkbox"/> Contract and Terms & Conditions of Employment	<i>Please sign and return your contract via your applicant account on www.bath.ac.uk/jobs before your first day; we can then provide you with system access; email and appropriate software when you arrive.</i>
<input type="checkbox"/> Payroll Registration Form	<i>Check your applicant account on www.bath.ac.uk/jobs and complete your payroll form before your start date to ensure you get paid. Information on payroll deadlines and payment dates can be found here.</i>
<input type="checkbox"/> Proof of your highest appropriate qualification(s)	<i>Please provide your Recruitment Coordinator with a copy of your highest qualification prior to your first day.</i>
<input type="checkbox"/> Complete DBS application form online with original ID*	<i>DBS clearance is only applicable to certain roles. If your position requires a DBS your Recruitment Coordinator will inform you of such and what is required.</i>
<input type="checkbox"/> Pre-employment Health Questionnaire 2	<i>If applicable, please ensure you have completed and returned this to the Occupational Health Service at the Royal United Hospital.</i>
<input type="checkbox"/> Memberships	<i>To find out more about joining the AUA (Association of University Administrators) visit www.aua.ac.uk. Information on Trade Union membership is available on the Joining Information web page you have just visited.</i>
<input type="checkbox"/> Pension	<i>Find out how our pensions work, how you're automatically enrolled depending on your job, and what happens to your pension if you opt out. Visit https://www.bath.ac.uk/professional-services/pensions/ Should you have any queries relating to our pension schemes please email pensions@bath.ac.uk</i>
<input type="checkbox"/> Specific Requirements	<i>Find out what support is available to you if you have a disability/impairment and have particular requirements, or require support/ equipment to enable you to work effectively. Should you wish to discuss further you can also contact the HR Advisor for the department you are joining.</i>

First Day / Week



Checklist	Notes
<input type="checkbox"/> Provide HR with any outstanding documentation	<i>You will hopefully have already had your right to work check, but if not, please ensure you arrange to present your identify documents to your Recruitment Coordinator as soon as possible on your first day as you cannot commence employment without this.</i>
<input type="checkbox"/> Understand daily expectations	<i>We want your first day to be a great experience, discuss with your manager about what is expected from you in your first few days and how best to update them on your progress. If you are working remotely it is more difficult to be visible when you're not working in the same space as your manager, so be proactive and check in regularly. If you have any questions or issues it is best to raise these sooner rather than later.</i>
<input type="checkbox"/> Obtain your ID Card and IT login details	<p><i>Please contact library@bath.ac.uk who will advise what is required to produce your ID card and confirm when it's ready for collection or arrange for the card to be sent to you if required.</i></p> <p><i>Your IT login can be requested through TopDesk, please ask your manager to show you how to do this if you are unsure.</i></p> <p><i>If you've already been provided with login details, give yourself plenty of time to test these and to get setup on the first day.</i></p>
<input type="checkbox"/> Introduction to key people	<p><i>The majority of your induction into your new job will be done in your department, arranged by your Manager or Supervisor. They will introduce you to their line-manager; key colleagues/co-workers; key customers and provide you with relevant contact details.</i></p> <p><i>If you are working remotely, you'll want to start getting to know your teammates from day one. Overcome the challenge of not being able to meet them face-to-face by using video calls where possible instead of phone calls, which will help you to gauge their body language. Also provide your manager with regular updates throughout the working day.</i></p>
<input type="checkbox"/> Finding your way around	<p><i>If on campus, your line manager will provide you with relevant Information on what the department does; how it operates and any health and safety notices. If possible, a tour of department will be provided.</i></p> <p><i>If you are working remotely you may wish to take a virtual campus tour, You can also view our Campus maps. take some time to navigate around our website and look for key information; locate own web section / department pages</i></p>
<input type="checkbox"/> Training and development	<p><i>Now is a great opportunity to start completing the policies and training you are required to review as part of your role..</i></p> <p><i>If you will be managing people, teams or delivery we have an excellent Management Curriculum available to support you. Please also take some time to complete a self assessment to aid your development in your new role.</i></p> <p><i>We also offer a coaching service for staff; coaching helps you focus on what you want to achieve and can be a great help during transitions such as starting a new role.</i></p>
<input type="checkbox"/> Departmental organisation and operation	<p><i>Your line manager will provide a clear outline of the job/role requirements, showing you how your role fits into the team along with information and what the department does and how it is organised.</i></p> <ul style="list-style-type: none"> • <i>Hours of work and flexi-time; Lunch break/cover arrangements</i> • <i>Holiday arrangements, absence.</i> • <i>Training and development within department</i>

		<ul style="list-style-type: none"> • <i>Equipment and materials</i> • <i>Networks and information</i> • <i>Social facilities</i> • <i>Introduction to employee self-service (and manager self-service if applicable)</i> • <i>Parking facilities; registration of vehicle for parking permit and regulations. Bicycle information</i>
<input type="checkbox"/>	Introduction to the University	<i>You will be emailed an invitation in your first week to attend an orientation morning for all new staff. These are organised regularly by our Workforce Development Team. At this friendly, interactive event you will gain an understanding of what the University does, its ethos and aims. You will also learn how the University works as an employer, the support you can expect, what is expected of you, and the facilities that are available to you. If you prefer, you can book a place before you receive this email, by contacting: staffdev@bath.ac.uk.</i>
<input type="checkbox"/>	Discussion of the probationary procedure and staff development review	<i>We recommend that you diarise probationary review dates and any initial weekly meetings. You will discuss your role in relation to the department's mission, Clarification of your job description, Clarification of performance standards, Key targets for mid- and end-probation.</i>
<input type="checkbox"/>	Wellbeing, Health and Safety Information	<i>We are committed to your Wellbeing, and ensuring a positive work-life balance. Our Health and safety information and policies should be highlighted to you by the Departmental Safety Coordinator.</i>
<input type="checkbox"/>	Equality and Diversity	<i>We are committed to supporting inclusion and belonging and you can find useful links to resources on our Equality Diversity and Inclusion web page</i>
<input type="checkbox"/>	Progress Review	<i>You will have the chance to ask any questions and feedback to your manager how you are finding your new role regularly during your first few days and weeks.</i>
<input type="checkbox"/>	Top Tips for working remotely:	<p><i>Here are some top tips for you to consider if working remotely:</i></p> <ul style="list-style-type: none"> • <i>Set up a designated area in your home to work</i> • <i>Make sure your monitor and chair are the right height</i> • <i>Check your backdrop and make sure it's appropriate for any video calls</i> • <i>Structure your day to get into the right mindset</i> • <i>Keep distractions to a minimum</i> • <i>Take regular breaks and try to head outside for some exercise before you start your day or at lunchtime</i> • <i>Keep in regular contact with your manager and colleagues and flag if you're struggling in any way</i>