

Department of Oncology

Team Induction Checklist

Your team induction will be completed by either your manager or a designated person in your team. This will include the following:

- Introduction to your team members and any other key people you will need to know;
- Inform you of building access, your working hours and lunch breaks, any local meeting arrangements (e.g. regular team meeting schedule);
- A tour of your work area / lab and building;
- Provide you with an overview of your local facilities, including: kitchens, toilets, printer locations, refreshments, parking / bicycle storage, Knowledge Centre / University library;
- Booking an objective setting meeting to take place within the first 3 months; here you will outline your role including performance expectations and setting objectives;
- Signposting to mandatory and role specific training, e.g. R12 Procurement, TIRS, etc.;
- Any additional team specific information you need to know.

In addition to your role specific training, all members of staff are required to complete their Department mandatory training:

<b>Mandatory Training</b>	<b>Details</b>
Oncology Health and Safety Induction	Runs monthly Dates provided by HR on your first day Facilities Team will email you a reminder
Information Security	Online course, accessed with your SSO To be completed upon starting and refreshed annually
Anti-Harassment and Bullying	Runs termly alongside the New Starters Event Dates provided by HR on your first day Email invite sent from Head of Department
Implicit Bias	Runs termly alongside the New Starters Event Dates provided by HR on your first day Email invite sent from Head of Department

Completion of the above training will be recorded on your objective settings form and added to your personnel record.