



Guidelines for the Induction Coordinator/Line Manager/PI

In addition to centralised induction, which is organised by Learning and Development, it is important that Units¹ play a role in the induction of new staff members into their area. A local induction should be conducted for new appointees so that they can familiarise themselves with their new role and responsibilities, their colleagues, and the practical details of starting a new job.

The primary role of the induction coordinator is to be a point of contact for the new appointee and to make the transition to starting a new job in University of Galway as smooth as possible. The guidelines below are to assist the Induction coordinator in their role; these are only guidelines and can be customised to suit each Unit's own needs.

NB: HR sends a newcomer pack to PIs for the new hire in advance of their start date. This is mainly for staff new to Ireland and contains information on opening bank accounts, immigration, tax, social welfare, etc. Please ensure the pack is given to the person on arrival and support the new hire with these tasks.

Before the new appointee starts in post – PI/Supervisor

Organise:

✓

- Assign a 'Buddy' to help new arrival (especially if new to Ireland)
- Office/Desk space
- Computer/Laptop (identify required software)
- Telephone and add to campus directory, distribution lists
- Building or office key(s)
- Meetings with relevant colleagues & explain roles
- Welcome event i.e. morning tea/coffee or lunch, etc.
- Consult with the Unit H&S rep. re specific Health and Safety training which new appointee must undertake prior to taking up post and any training thereafter.
- Contact the Equality Manager re arrangements that need to be put in place for new appointee with a disability or a temporary injury.

Contact the new appointee to introduce yourself and confirm the following: (suggested email template at the bottom of this document)

✓

- In advance of arrival confirm start date and time
- Location of building on campus and directions [University of Galway campus map](#)
- Name of person to contact on arrival (if different from Induction Coordinator)
- Parking information, refer to <http://www.universityofgalway.ie/buildings/parking.html>

Day of Arrival

✓

- Meet and greet the new appointee (if not available, ensure colleague is there)
- Introduce to colleagues
- Provide tour of the work area
- Check if new appointee has received and read information in Welcome pack

Show:

✓

- Office/Desk space
- Facilities (kitchen, restaurant, toilets, printers, photocopier, etc.)
- Use of phone and voicemail
- Key Buildings on campus
- Building's Emergency Exits
- First aid facilities in building

Discuss:

✓

- Schedule for the first week
- Health and Safety statement for work area
- University of Galway Data Protection Policy
- General Security advice (locking of office, personal security, working alone/outside core hours)

Plan: (Research staff)

✓

- The research project
- Project milestones, deliverables
- Your expectations
- Their expectations, career goals, etc. (refer them to Researcher Development Centre (RDC))
- Schedule 1:1's and probationary review meetings

Explain:

✓

- Administrative Processes: i.e. ordering stationary, booking rooms, travel and subsistence procedures, mail collection, leave and absence reporting
- Meetings i.e. frequency and structure of the Unit's meetings
- Relevant Committees and distribution lists (once email account setup)

Please note the issuing of a staff ID card and set up of email account are dependent on the timely return of relevant documentation to the HR office.

ⁱ Units = Colleges, Schools, Disciplines, Research Institutes, Support Service administrative.

Induction Coordinator/PI/Line Manager

Email Template

Contact the new appointee to introduce yourself and confirm the following details:

1. Start Date and Time
2. Location of building on campus, directions and parking information
3. Name of colleague nominated to meet the new appointee on arrival (if different from Induction Coordinator).

Dear [insert first name of appointee,]

Congratulations to you on your recent appointment to University of Galway and to introduce myself as your induction coordinator.

I look forward to meeting with you on the day of your arrival on [DATE] at [TIME] in the [X Building address]. We're in building [XYZ] in the University of [Galway campus map](#).

If driving you may find it useful to refer to <http://www.nuigalway.ie/buildings/parking.html> for information on campus parking.

(If you are unable to meet the new appointee on the day of arrival, please nominate a colleague / buddy and insert the following).

My colleague, [NAME] will meet with you on the day of your arrival to help show you around and get you settled in.

In the meantime, should you have any questions, please contact me.

Kind regards,

[NAME, CONTACT DETAILS]