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**Internship Induction Checklist**

**Name of Intern:** **Start Date:**

**Employer:**

Please conduct an Induction in the first week of employment. This list is not exhaustive, and you may wish to add points to this list. If your intern is a full-time GBP working at the University please use the standard [university induction process](http://www.exeter.ac.uk/induction/process/) instead.

**Personnel documentation and information**

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| --- | --- |
| If you have not done so already please ensure the intern’s Right to Work (RTW) evidence has been provided and verified. Interns cannot legally begin work without presenting their RTW. For further information please see: [Employer Guidance- Verifying Right to Work in the UK](https://www.exeter.ac.uk/media/universityofexeter/careersandemployability/internshipsandmentoring/Guidance_to_Verify_%28RTW%29_Evidence.docx) , [Government Guidance](https://www.gov.uk/prove-right-to-work) and if you are working for the University use the following links: [Graduate (GBP)](https://www.exeter.ac.uk/staff/employment/righttowork/proof/how/) or [Student (SCP/A2I)](https://www.exeter.ac.uk/staff/employment/tempworkers/casual/worker/#a1) |  |
| Internship Agreement signed and returned to the University |  |
| Contract of Employment and other payroll information signed returned to employer (GBP/SBPs only-not applicable to SCPs) |  |
| iTrent Paid Time set-up process by SCP intern and line manager- see last email for details (SCPs only) |  |
| Pay day information e.g SCP payday information can be found [here](https://www.exeter.ac.uk/staff/employment/tempworkers/tsb/pay/) |  |
| Emergency contact details provided to line manager |  |

**Health and Safety**

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| **In the workplace or when working remotely** |  |
| Does the intern have health issues or a disability that will affect them when they work and you can support them with? |  |
| Hazard awareness and safety rules |  |
| Reporting of hazards |  |
| Emergency procedures (including fire) |  |
| Location of fire exits |  |
| Fire warden’s names |  |
| Reporting of accidents, incidents and disease (RIDDOR) |  |
| First Aid box and name and contact details of first aider |  |
| Break times |  |
| Reporting illness procedures |  |
| [Working with display screen equipment](https://www.hse.gov.uk/msd/dse/) |  |
| [Stress and mental health](https://www.hse.gov.uk/stress/) |  |
| **In the workplace only** |  |
| Personal protective equipment e.g. mask, visors and screens  |  |
| Personal & workplace hygiene expectations e.g. use of hand sanitisers, sanitising their workspace |  |
| Equipment instructions  |  |
| Manual handling |  |
| **When working remotely only** |  |
| [Lone working without supervision](https://www.hse.gov.uk/lone-working/)  |  |

**IT Access and Staff Card**

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| --- | --- |
| IT support – details of who to contact e.g. at the University it is Exeter IT |  |
| Create a staff IT account e.g. For SCPs line managers request an eClaims IT account or Associate account.  |  |
| Laptop allocation (where possible) and passwords |  |
| Email signature |  |
| Share and request access to outlook (or equivalent) calendars with colleagues |  |
| Permission to access shared email inboxes. For SCP line managers to request through Exeter IT. |  |
| Grant access shared folders, databases and other resources online. |  |
| Staff Card. For SCPs will need a staff card if accessing workspaces and for staff photocopying. Details on how to get a staff card can be found here: <https://www.exeter.ac.uk/sid/unicard/>  |  |

**Getting to know your organisation**

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| --- | --- |
| Introduction to the organisation and strategic plan e.g.[*http://www.exeter.ac.uk/about/vision/about/*](http://www.exeter.ac.uk/about/vision/about/) |  |
| Introduction to the intern’s department (or college/service) and strategic plan |  |
| Organisational structure *e.g. Organigram* |  |
| Key policies the intern need to know about e.g. confidentiality [*www.exeter.ac.uk/staff/employment/conditions/terms/other/*](http://www.exeter.ac.uk/staff/employment/conditions/terms/other/)sustainability [*http://www.exeter.ac.uk/sustainability/*](http://www.exeter.ac.uk/sustainability/) Here is a full list of the University’s HR policies: <https://www.exeter.ac.uk/staff/employment/hrpoliciesatoz/> |  |

**Getting to know who the intern will be working with**

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| --- | --- |
| Organisational structure explained, with names and contact details supplied for key people |  |
| Arrange to meet team members  |  |
| Meet the senior Manager/Director  |  |
| Identify key collaborators, partners and customers with names and contact details supplied |  |
| Arrange to meet key collaborators, partners and customers, where relevant |  |

**Expectations of how the intern will work**

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| When is the intern available to work and what will their working pattern be? |  |
| How will the intern communicate to others when they are working e.g. add working hours into signature; add an ‘out of office’ message on your email; and/or enter working hours on a shared team calendar. |  |
| When will the intern be taking breaks, who needs to know this and how should this be communicated? |  |
| How you will stay in touch and who will organise this? |  |
| When work will be set and reviewed? |  |
| How will performance be measured and managed? |  |
| Where will the intern’s work will be stored and who has access to it? |  |

**Support and Training**

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| --- | --- |
| Book in regular 1:1 sessions with line manager. We recommend daily catch-ups during the induction period or if the intern is working remotely. Then if in the workplace with other team members, 1:1 catch-ups with line mangers can reduce in frequency, depending on the intern’s need for direction, decision making and information. |  |
| Who should the intern contact if need help and their line manager is not available?  |  |
| Assess training needs and review staff training available |  |
| Read “Making the most of your internship” guide emailed to intern by the University |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Prevent Duty

By [logging to LearnUpon](https://www.exeter.ac.uk/staff/learning-and-development/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Diversity and Inclusion in Higher Education

By [logging to LearnUpon](https://www.exeter.ac.uk/staff/learning-and-development/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Health and Safety Introduction

By [logging to LearnUpon](https://www.exeter.ac.uk/staff/learning-and-development/) using Staff IT account details. |  |
| SCPs and GBPs working at the university must undertake the following mandatory training:* Information Governance

By [logging to LearnUpon](https://www.exeter.ac.uk/staff/learning-and-development/) using Staff IT account details. |  |

**Workplace orientation (If applicable)**

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| Keys, codes and access to building |  |
| Space to take a break; prepare and eat food; access water and make hot drinks. Is there a milk kitty? |  |
| Toilets |  |
| Coat stand and/or lockers to store belongings in work? |  |
| Workstation/desk. Is there a booking system? |  |
| PC or laptop access. Is this equipment, password protected? |  |
| Filing, storage and supplies |  |
| Recycling and bins |  |
| Post |  |
| Photocopier/printer |  |
| Nearest shops |  |
| Phone system; who answers the phone; and phone protocol |  |