

Working effectively and successfully  
in a remote environment

-  
Onboarding



SOCIETY OF  
**CHARTERED  
SURVEYORS**  
IRELAND

# Student Placement Induction Checklist

This checklist is to be completed jointly by the Line Manager and the Student Placement:

NAME OF STUDENT: \_\_\_\_\_


LINE MANAGER: \_\_\_\_\_


TEAM/DEPARTMENT: \_\_\_\_\_


STUDENT PLACEMENT START DATE: \_\_\_\_\_


This section should be completed by the Line Manager or an appropriate person prior to the student placement joining. Meetings etc. should be scheduled into the student's calendar for their first week.


## Prior to Starting


 Contact the student placement to confirm start date and time, where they should report and if there are any special requirements


 Welcome meeting with Line Manager – to be booked for first morning


 Inform IT that there will be a new user in advance to ensure that everything is set up with appropriate applications as required for the role

 Attendance at induction event booked

 Equipment sent in advance (if homeworking applies)


 All systems and IT Infrastructure training set up


 All team invites sent out


 Work Safely Protocols applied (Return to Work form; induction training; C-19 plans explained)

## Your Organisation, Services provided and Your Team


 The Organisation's Strategy


 Overall/Department/Team goals for the year


 Services provided by Department/Team


 Who are service/Department/Team customers


## Student Placement Contract

 Signed Student Placement Contract received   
*(Best practice to receive prior to the first day)*

 Bank details passed to accounts and arrangements explained








 Travel and subsistence expense claims procedure

 Arrangements for taking Annual Leave









 Flexible working procedures explained (if applicable)

 Additional Comments











## Information to cover on the First Day

-  Introduction to immediate colleagues and tour of immediate working area
-  Management structure of immediate work area explained
-  Identity card (temporary) issued, if applicable
-  Location of bathrooms and refreshment facilities
-  First aid procedures
-  Emergency evacuation procedures
-  Telephone usage (voicemail if appropriate and business/personal)
-  Entrances/exits (plus emergency exits)
-  Building security and out of hours working
-  Car parking (if appropriate)
-  Procedure for reporting sickness absence
-  Immediate health and safety issues which may be encountered during first week explained e.g. emergency numbers, location of first aiders etc.
-  Arrange access to complete on-line Health and safety training
-  **Any additional key items to be covered (Managers should use this section to add any role/department related key information relevant to the student:**

## Information to cover during the First Week Student Placement at the Organisation

-  Identity card photograph booked, if applicable
-  Identity badge issued, if applicable
-  Procedure for receiving visitors explained
-  Communications
-  Postal arrangements
-  Photocopier / Fax
-  Supervision / 1:1 arrangements
-  Arrangements for purchasing to be explained

## Health and Safety

-  Procedure for reporting health and safety problems, accidents and violent incidents
-  Health and safety policy and Employee's responsibilities
-  Risk assessments for the work activity and any special health and safety measures
-  Any safe working procedures – for example the procedure for lone working away from the office (consider Covid-19 and Work Safely Protocol requirements)
-  Any specific health and safety training necessary to safely undertake the responsibilities of the post arranged (consider Covid-19 and Work Safely Protocol requirements)
-  Any necessary personal protective equipment issued and its use explained
-  Display Screen Equipment:
  - Inform the Employee if they are a 'defined' computer user
  - A workstation assessment carried out
-  Safe use of any hazardous substances
-  Manual Handling/People Handling training arranged as appropriate
-  Driving (where applicable):
  - The Student's driving licence and insurance, with business use, to cover work journeys checked
  - The Organisation's drivers guide issued

### Student Placement:

I confirm that I have received information and instruction on the items contained in this checklist and have been given the relevant explanations and documentation.

### Student Placement Signature:

Date: \_\_\_\_\_

### Line Manager/ Supervisor:

The above Student Placement has received induction awareness/ training as indicated by this checklist.

### Line Manager/ Supervisor Signature:

Date: \_\_\_\_\_