

**Manager’s checklist for Contractors, Temps and Agency Staff**

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| PC, email and telephone setup |  |  |
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| Inform IT reception of Start date and who to contact on new starters arrival |  |  |
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| Fire Escapes, Complete Fire Familiarisation Form |  |  |
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| Health & Safety Induction |  |  |
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| Complete ID Card Access form and Take photo for Security pass |  |  |
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| Toilets |  |  |
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| Kitchen/tea and coffee arrangements |  |  |
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| Places to eat |  |  |
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| Other facilities (eg. Students’ Union, Library, SCR, gym etc) |  |  |
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| Org Chart, reporting lines, who’s who, Email guidelines |  |  |
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| QMUL & Departmental objectives |  |  |
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| Notify of regular meetings (team Meetings) |  |  |
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| Printers ,photocopiers, fax machines |  |  |
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| Stationery |  |  |
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| Post, answering the telephone etc |  |  |
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| Working hours |  |  |
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| Absence notification procedure |  |  |
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| Notice period arrangements |  |  |
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| Parking facilities |  |  |
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| Outlining main duties & responsibilities |  |  |
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| Send New Starter details to IT Reception to be added to Staff Directory |  |  |
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| Connect Page, ITS Communications Page, ITS Wiki |  |  |
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| Explain the Shared Network Drive |  |  |
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| Mandatory Training –Anti Bribery, DSE, refer to monthly One 2 one form |  |  |
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| LANDesk, Service desk, |  |  |
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| Policies, SOPs, |  |  |
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| Signed Confidentiality Form |  |  |
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| Purchase order in place |  |  |
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| Agree who and when timesheets should be signed |  |