**Onboarding information and activities for line managers and new staff:**

*HR Employment Services* is your first point of contact for any general HR issues including recruitment, terms and conditions, annual leave, HR policies and procedures and family friendly (maternity/paternity) policies. Their contact details are on the website on the following link: <https://www.abdn.ac.uk/staffnet/working-here/hr-employment-services-3031.php#panel3040>

In addition, there is a wealth of information on a wide range of topics linked to working at the University of Aberdeen on the website found on the following link: <https://www.abdn.ac.uk/staffnet/working-here/index.php>

Finally, further information related to exploring and understanding the working environment of the University of Aberdeen and professional development opportunities are identified in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Environment | Duration | Content | Contributors | Attendance |
| University structure, governance and departments, networks and organisations available to support staff | 1.5 hours | The purpose of the event is for the new member of staff to engage in person with our senior leaders of the University of Aberdeen, as well as with all the Staff Networks that offer information, support and opportunities to connect with more of their colleagues at the University. In addition, there is ample opportunity for new staff to engage with various stalls managed by teams and departments who provide access to information, development, support, and other key resources to ensure we can fulfil our potential as staff at the university. | New Staff Engagement Event:  Principal and Vice Chancellor, George Boyne & University Secretary and Chief Operating Officer, Tracey Slaven | Optional – Each new start receives an invitation to the event closest to the period they joined the university. It is held 2x a year |
| Mandatory eLearning | - | Equality and Diversity, Health and Safety, IT security awareness | Mandatory eLearning accessed via  <https://www.abdn.ac.uk/staffnet/working-here/elearning-12510.php> | Induction checklist – to be managed and coordinated via line manager |
| History of the University | 1 hour | Walking tour of the University and its points of interest | Student Ambassador conduct tours arranged by Student Experience.  Request Student Ambassadors by following <https://www.abdn.ac.uk/staffnet/working-here/student-ambassadors-14884.php>  There are maps that one can download off the University website of the Old Aberdeen Campus, Foresterhill Campus and Medical Sciences Campus by following:  <https://www.abdn.ac.uk/about/campus/maps/download.php> | Optional – to be arranged per School/Department when sufficient interest has been shown by the new starts |
| Work / Life Balance | **Duration** | **Content** | **Contributors** |  |
| Homeworking Policy | - | The pandemic has demonstrated that a range of roles can be carried out in a more flexible way. We also know from our staff surveys that many of our community would like to be able to work more flexibly. The Homeworking Policy sets out different arrangements for homeworking whether they be occasional, regular or permanent.  <https://www.abdn.ac.uk/staffnet/working-here/working-from-home-13515.php> | HR Partners and Advisors | Your line manager should discuss with you what the various options are and how to complete the online homeworking request form. |
| Family friendly policies | 1 hour | How the UoA can support those with family commitments and ensure all Staff are aware of the Staff networks and what they do. | HR Partners and Advisors | Staff Development can arrange this with HR colleagues when School/Department have enough people interested. |
| Staff Engagement Networks | - | Staff Networks to assist in developing a support network within the organisation.  <https://www.abdn.ac.uk/staffnet/working-here/Staff-equality-networks-and-committees.php> | New Staff Network  Women’s Development Network  LGBTQ+ Network  Parents and Carers Network  Staff Disability Network  Menopause Network  Race Equality Network | Optional |
| Managing money and finances | 1.5 hours | Advice around budgeting, debt etc… | An external provider will deliver the training  <https://www.abdn.ac.uk/coursebooking/> | Optional - staff to regularly check course bookings for useful courses on managing one’s finances and book onto courses via course bookings. |
| Professional Development | **Duration** | **Content** | **Contributors** |  |
| Staff Development | - | Staff development is here to support staff in their professional development at the University. This includes providing a variety of programmes and workshops which also comprise external professionally accredited courses such as the ILM 5 & 3 in Leadership and Management.  They also manage the Coaching and Mentoring Schemes that all members of staff have access to. | Staff Development pages on the website:  <https://www.abdn.ac.uk/staffnet/working-here/staff-development-111.php> | Optional |
| eLearning | +-45 minutes | A variety of online courses comprising of easily digestible sections with learner notes available to all staff.  The broad topics under which the eLearning courses are grouped:   * Equality & Diversity * Inclusion * Leadership * Workplace Wellbeing * Communication * Personal Effectiveness | Staff Development  Skill Boosters online course via Staff Development pages on the website:  <https://www.abdn.ac.uk/staffnet/working-here/skill-booster-draft-15186.php> | Optional |
| Centre for Academic Development (CAD) | - | The Centre for Academic Development provides learning, teaching and professional development for staff and students across the University.  In collaboration with key individuals from across the University, CAD run a two-day Learning and Teaching in Higher Education course for new academic staff. | Centre for Academic Development pages on the website:  <https://www.abdn.ac.uk/staffnet/teaching/educational-development-1583.php> | Optional |
| Effective Email Communication | - | Appropriate Email Etiquette | UoA Website:  <https://www.abdn.ac.uk/toolkit/documents/uploads/email-etiquette.pdf> | Optional |
| Finance system | - | How to use the system | There are links to guidance on accessing the Finance system via the Induction Checklist Form | Optional as appropriate |
| Wellbeing and Wellness | - | The resources within this page are here to help and support your mental health and wellbeing:  <https://www.abdn.ac.uk/staffnet/working-here/wellbeing-portal/physicalhealth-10503.php#panel13618>  Wellbeing Toolkit:  <https://www.abdn.ac.uk/staffnet/working-here/wellbeing-portal/winter-wellbeing-toolkit-12278.php> | Your Wellbeing page on the UoA Website:  <https://www.abdn.ac.uk/staffnet/working-here/wellbeing-portal/physicalhealth-10503.php#panel13618> | Optional |
| Harassment and abuse |  | Information for new staff about the University’s approach to tackling harassment and abuse, e.g. sexual harassment and gender based violence, including how to report any instances, and signposting of support for staff and students | Information about the University’s approach, reporting, and support is available here - [Gender-Based and Sexual Violence | StaffNet | The University of Aberdeen (abdn.ac.uk)](https://www.abdn.ac.uk/staffnet/working-here/gender-based-and-sexual-violence-14079.php)  Online training is available as follows:  [GBV: Gender Based Violence (abdn.ac.uk)](https://training.abdn.ac.uk/mod/scorm/view.php?id=91)  [Tackling Sexual harassment at work – a manager’s guide: Tackling Sexual harassment at work – a manager’s guide (abdn.ac.uk)](https://training.abdn.ac.uk/mod/scorm/view.php?id=157)  [Understanding and confronting sexual harassment at work: Understanding and confronting sexual harassment at work (abdn.ac.uk)](https://training.abdn.ac.uk/mod/scorm/view.php?id=158) | Recommended |
| IT | - | Microsoft (including email/Outlook and Teams) and University packages (e.g., SRS, MyCurriculum) | IT training and development team  <https://www.abdn.ac.uk/staffnet/working-here/it-services/training.php>  You can also email the IT service desk as your first point of contact for IT support and ask for any help you may need with your laptop and apps [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)  You can also visit IT in person.   * In The Sir Duncan Rice Library, Floor 1 * In the Medical Library, Polwarth Building, Floor 1   Available between 9am and 4.45pm, except for Wednesdays between 9am and 10.45am due to staff training. | Bespoke |
| ORCID (Research Staff Only) |  | We encourage you to adopt and consistently use an ORCID throughout your research journey. This unique identifier ensures accurate attribution of your work and enhances visibility within the academic landscape. | We recommend integrating your ORCID with the Pure system and other platforms such as Scopus, Web of Science and Researchfish, as applicable. This allows you to streamline data flow across systems and ensure a comprehensive and accurate representation of your scholarly contributions. | N/A |