

**First Six Months Checklist**

The completion of the **First Six Months Checklist** forms part of the Probationary Process and helps to guide you through the policy and procedures you will need to read and understand and mandatory training you will need to complete during your first six months employment at UL.  The Checklist indicates the policies and procedures that are applicable to (1) All Staff (2) Academic Staff and (3) Research Staff. Please complete the sections which are relevant to your position. You should review this form at your three and six month probationary meeting together with your line manager to ensure you are have completed same by the six month probationary meeting.

# Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name |  | Start Date |  |

**For All Staff** - Read the following Policies/Procedures and confirm that you have understood them.

|  |  |  |
| --- | --- | --- |
| [Acceptable Behaviour in the Workplace Policy](https://www.ul.ie/media/8686/download?inline) |  |  |
| [Equality and Diversity Policy](https://www.ul.ie/media/8656/download?inline) |  |  |
| [Policy and Procedures for Work Place Dignity and Respect](https://www.ul.ie/media/8670/download?inline) |  |  |
| [Data Protection Policy](https://www.ul.ie/media/8674/download?inline) |  |  |
| [Code of Conduct for Employees](https://www.ul.ie/media/21265/download?inline) |  |  |
| [GDPR – Privacy Statement](https://www.ul.ie/hr/sites/hr/files/user_media/pdfs/HRD039%20GDPR%20Privacy%20Notice.docx) |  |  |
| [Statute No. 4 -Statute on Disciplinary Matters, Suspension, Termination and Capacity](https://www.ul.ie/media/8700/download?inline) |  |  |
| [Safety Statement](https://www.ul.ie/media/41140/download?inline) |  |  |
| [Managing Attendance Procedure](https://www.ul.ie/media/24305/download?inline) |  |  |
| [Sick Leave Scheme](https://www.ul.ie/media/23476/download?inline) |  |  |
| [Protected Disclosures Policy and Procedures](https://www.ul.ie/media/31128/download?inline) |  |  |
| [Probation Policy](https://www.ul.ie/media/21263/download?inline) |  |  |
| [Policy for Conflicts of Interest](https://www.ul.ie/media/35060/download?inline) |  |  |
| [Building Emergency Plans](https://www.ul.ie/hr/current-staff/health-safety-ul/fire-emergencies/building-emergency-plans) |  |  |
| [IT Security Policy](https://www.ul.ie/media/44275/download?inline) |  |  |

|  |  |  |
| --- | --- | --- |
| [ITD Email Management Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Email%20Management%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |
| [ITD Personal Device Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/ITD%20Personal%20Device%20Procedure.pdf?CT=1615285736744&OR=ItemsView) |  |  |
| [Acceptable Usage Policy](https://www.ul.ie/media/44266/download?inline) |  |  |
| [Data Encryption Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Data%20Encryption%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |
| [UL Password Standard](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/UL%20Password%20Standards.pdf?CT=1615285832452&OR=ItemsView) |  |  |
| [Mobile Device Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Mobile%20Device%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |
| [Disaster Recovery Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Disaster%20Recovery%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |
| [User Access control Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20User%20Access%20Control%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |
| [Network Security and Remote Access Procedure](https://ulcampus.sharepoint.com/sites/ITDWeb/Policies%20%20Regulations/Forms/AllItems.aspx?id=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations%2FITD%20Network%20Security%20and%20Remote%20Access%20Procedure%2Epdf&parent=%2Fsites%2FITDWeb%2FPolicies%20%20Regulations) |  |  |
| [Travel & Subsistence Policy](https://www.ul.ie/media/39238/download?inline) |  |  |
| [Annual Leave Procedure](https://www.ul.ie/media/20791/download?inline) |  |  |

**For Academics and Researchers** - Read the following Policies/Procedures and confirm that you have understood them.

|  |  |  |
| --- | --- | --- |
| [Research Integrity Policy](https://www.ul.ie/media/46158/download?inline) |  |  |
| [Intellectual Property Policy](https://www.ul.ie/media/8719/download?inline) |  |  |
| [Health Research Policy](https://www.ul.ie/media/46160/download?inline) |  |  |
| [Procedure for Managing Allegations of Misconduct in Research](https://www.ul.ie/media/8689/download?inline) |  |  |
| [Export Controls Internal Compliance Programme](https://www.ul.ie/sites/default/files/2024-03/ExportControl_ICP_Final%20Rev%202.pdf) |  |  |
| Populate your Pure profile. Find out how here: [UL Research Information System (sharepoint.com)](https://ulcampus.sharepoint.com/sites/ResearcherPortal/SitePages/UL-Research-Information-System.aspx) |  |  |
| Set up Research Professional account for funding opportunities. Find out how here [Research Professional (sharepoint.com)](https://ulcampus.sharepoint.com/sites/ResearcherPortal/SitePages/Research-Professional-Funding-Database.aspx) |  |  |
| Familiarise yourself with the Research Portal and your Research Funding Officers. [Find out more](https://ulcampus.sharepoint.com/sites/ResearcherPortal) |  |  |

**For Academics** - Read the following Policies/Procedures and confirm that you have understood them.

|  |  |  |
| --- | --- | --- |
| [Student Complaints Policy and Procedures](https://www.ul.ie/media/46047/download?inline) |  |  |
| [Student Fitness to Practice Policy](https://www.ul.ie/media/8727/download?inline) |  |  |
| [Student Fitness to Study Policy](https://www.ul.ie/media/8728/download?inline) |  |  |

|  |  |  |
| --- | --- | --- |
| [Awards Titles Framework](https://www.ul.ie/media/36617/download?inline) |  |  |
| [Academic Programme Review Policy](https://www.ul.ie/media/8725/download?inline) |  |  |
| [External Examiner Policy (Taught Programmes)](https://www.ul.ie/media/48548/download?inline) |  |  |
| [Handbook of Academic Regulations and Procedures](https://www.ul.ie/media/48514/download?inline) |  |  |
| [Joint Degree & Dual Awards Policy](https://www.ul.ie/media/8726/download?inline) |  |  |
| [Postgraduate Student Charter](https://www.ul.ie/media/8745/download?inline) |  |  |
| [Student Academic Programme Transfer Policy](https://www.ul.ie/media/21268/download?inline) |  |  |
| [Handbook of Academic Regulations and Procedures – Chapter 6](https://www.ul.ie/media/48514/download?inline) |  |  |

**For All Staff** - Attend or complete Mandatory Training as listed below

|  |  |  |
| --- | --- | --- |
| Dignity and Respect [UL Connect • Powered by Workvivo](https://ul.workvivo.com/spaces/47203/events) for upcoming dates. |  | Date Attended |
| [IT Security Awareness Training](https://www.ul.ie/hr/it-security-online-training) |  |  |
| [UL Data Protection (GDPR) eLearning](https://www.ul.ie/hr/node/21291) |  |  |
| [Interviewer Skills eLearning](https://www.ul.ie/hr/node/21281) (if you are sitting on an Interview Board) |  |  |
| [Unconscious Bias Training](https://www.ul.ie/hr/current-staff/learning-development-and-equal-opportunities/elearning) (if you are sitting on an Interview Board) |  |  |
| Chairing Interview Boards (if you are Chairing an Interview Board) [UL Connect • Powered by Workvivo](https://ul.workvivo.com/spaces/47203/events) for upcoming dates. |  | Date Attended |
| [Research Integrity](https://www.ul.ie/research/content/researchintegrity) (Researchers Only - this is a requirement of most research funding agencies) |  |  |

Please tick off as completed once you have read each policy and completed the training on the list and return to [compandbens@ul.ie](mailto:compandbens@ul.ie)

**I declare that I have read and understood the policies and procedures that were applicable to me in this document and completed all necessary training.**

**Employee Signature Manager Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_