



University of Galway - Onboarding Guide & Checklist

Introduction

Onboarding is the process through which new employees acquire the knowledge, skills, and behaviors needed to integrate into the University of Galway. A structured onboarding and induction process helps new staff feel welcomed, valued, and prepared for their roles, supporting long-term success and engagement.

Purpose

This guide and checklist are designed to:

- Standardize onboarding across units/schools.
- Support line managers and induction coordinators.
- Ensure all new hires receive a consistent, positive experience.

Employee Name (Forename and Surname)	
Start Date	

Key Stages of Onboarding

Stage 1: Pre-Employment (Before Day 1)

	Completed Yes/No
• Arrange/Order laptop and IT requirements.	
• Request systems access.	
• Confirm start time, location, and reporting contact with new employee.	
• Assign a buddy or induction coordinator.	
• Identify workspace and ensure it is ready.	
• Request and prepare staff ID card.	
• Consider and arrange for any disability or accessibility requirements.	
• Email the team introducing the new hire and their role.	



Stage 2: First Day

	Completed Yes/No
• Welcome the new staff member and provide a tour of the School/Unit.	
• Introduce to line manager, buddy, and team members.	
• Provide work equipment and workspace.	
• Explain amenities (food areas, toilets, coffee/tea facilities).	
• Confirm employment contract details, payroll, and superannuation.	
• Advise on parking and transport options.	
• Ensure staff member receives their staff ID card.	
• Share University Strategy and relevant policies.	
• Begin local induction and orientation.	

Stage 3: First Week

	Completed Yes/No
• Continue introductions to team and key contacts.	
• Explain School/Unit structure, policies, and strategic plans.	
• Begin School/Unit-specific training (e.g., Health & Safety, Local Induction).	
• Set goals with the staff member, linking to job description and strategic plan.	
• Schedule regular one-to-one meetings (ideally weekly to start).	
• Schedule probation review meetings as per contract.	
• Discuss work hours, leave entitlements, and reporting absences.	
• Provide information on hybrid working policy (if applicable).	



Stage 4: Weeks 1–12 (Up to Month 3)

	Completed Yes/No
<ul style="list-style-type: none">• Ensure attendance at University induction.	
<ul style="list-style-type: none">• Maintain regular one-to-one meetings (move to fortnightly as appropriate).	
<ul style="list-style-type: none">• Conduct formal probation review (timing per contract).	
<ul style="list-style-type: none">• At check-ins, discuss settling in, challenges, expectations, and support needs.	
<ul style="list-style-type: none">• Ensure completion of all required training (University systems, Health & Safety, Cyber Security).	

Stage 5: Ongoing (Up to 6 Months)

	Completed Yes/No
<ul style="list-style-type: none">• Advise on new starter coffee mornings and ongoing integration activities.	
<ul style="list-style-type: none">• Ensure completion of all mandatory Health & Safety and IT Security training.	
<ul style="list-style-type: none">• Review and address any additional support or training needs.	



Health, Safety, and IT Security

	Completed Yes/No
<ul style="list-style-type: none"> Complete Health & Safety Office <i>walk through</i>. 	
<ul style="list-style-type: none"> Advise on fire safety, assembly points, and emergency procedures. 	
<ul style="list-style-type: none"> Identify local Health & Safety Coordinator and First Aiders. 	
<ul style="list-style-type: none"> Complete DSE (Display Screen Equipment) assessments (office and home, if applicable). 	
<ul style="list-style-type: none"> Complete Cyber Security Training (Cybsafe). 	
<ul style="list-style-type: none"> Review unit safety statement, risk assessments, and relevant legislation. 	

Documentation and Sign-Off

Use the checklist to track completion of each onboarding step. Both line manager and employee should sign off on the completed checklist.

Completed by:

Line Manager/Supervisor/PI:

PRINT NAME	Signature	Date

Employee:

PRINT NAME	Signature	Date



Additional Resources

- Guidelines for Managers: Onboarding for new staff: [Guides - University of Galway](#)
- Probation – University of Galway: <https://www.universityofgalway.ie/human-resources/duringemployment/probation/>
- Staff ID Cards – University of Galway: <https://www.universityofgalway.ie/human-resources/duringemployment/staffidcards/>
- University Strategy 2025–30: <https://www.universityofgalway.ie/strategy2030/>
- Induction – University of Galway: <https://www.universityofgalway.ie/human-resources/learning-and-development/induction/>
- Policies and Procedures/Forms: <https://www.universityofgalway.ie/human-resources/duringemployment/policiesandproceduresforms/>
- Moving to Ireland Guide: <https://www.universityofgalway.ie/human-resources/recruitment-and-selection/applicant-information/movingtoirelandguide/>
- Campus Map: https://www.universityofgalway.ie/media/buildingsoffice/files/mapsrebranded2023/University-of-Galway-Campus_A4-Map.pdf
- Parking Information: <https://www.universityofgalway.ie/buildings/service-helpdesk/parking-get-to-around/>
- IT Security Training: <https://www.universityofgalway.ie/itsecurity/trainingforstaff/>
- Health & Safety Training [Safety Training - University of Galway](#)