

Tenant New Starter Procedure

V.5 Oct 2022



Purpose:

The purpose of this document is to provide the procedure for inducting new starters joining a BioEscalator tenant company.

Summary:

The tenant Office Manager (or equivalent) must notify BioEscalator reception via email of a new starter within their company no less than ten working days before the start date.

A new starter includes any temporary employees, consultants, or interns.

This email must have the new starters completed new starter information form and university card application form attached. These forms can be found on the BioEscalator intranet or received by emailing bioescalator.reception@medsci.ox.ac.uk

Procedure:

Once the notification email is received:

1. The details on the new starter information form are entered into our tenant information database by BioEscalator reception. This database is a secure, password-protected Excel spreadsheet.

Once the information is added to the database, any physical or electronic copies of the form will be securely destroyed for GDPR reasons.

2. The university card form will be sent to the card office by BioEscalator reception. The new university card should be delivered 3 - 5 working days after the card office has received the application.

Once the card has arrived, BioEscalator reception will add appropriate access to it and email the tenant office manager (or equivalent) to let them know.

Please note:

If the University card application form is not received ten working days in advance, the card may not arrive by the start date. The BioEscalator will not issue a temporary card if the card application is not provided on time, so the new starter will not have access to the BioEscalator until the new card arrives.

If a card is late due to a delay caused by the card office, BioEscalator reception will issue a temporary card in this case.

3. The new starter will receive an Outlook invite to their building induction from BioEscalator reception.

Your new starter will need to attend a BioEscalator building Induction within the first two weeks of their start date. If there is an issue with the date/time proposed, the new starter must contact BioEscalator reception to rearrange as soon as possible.

BioEscalator inductions are held online via MS Teams.

BioEscalator reception will also provide the date and time of the induction to the tenant office manager (or equivalent) via email.

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4. If the tenant company rents an I-Lab bench or is opted into the core labs services, the new starter will need to receive a laboratory facilities induction. If this is required, please get in touch with our Lab Technician, Fabiha Ahmed, fabiha.ahmed@medsci.ox.ac.uk, to arrange this.

5. Our IT Analyst will create the new starters' WIFI credentials.

6. The new starter must report to BioEscalator reception on their first day. They will receive their university card and WIFI credentials. After that, BioEscalator Reception will call the tenant company to let them know the new starter has arrived.