

## INDUCTION PROGRAMME FOR NEW STAFF

The induction programme lists suggested activities to be covered from day one through to the end of probation.

SESSION	SUGGESTED CONTENT OF SESSION
Introduction to the University and work area <i>Person Responsible – Line Manager</i>	<ul style="list-style-type: none"> <li>• Mission, Vision, Objectives of work area</li> <li>• How the work area fits in to the wider University</li> <li>• All key operational and social areas to be visited. (e.g. Offices, Labs, Catering Facilities, Bank, Library)</li> </ul>
Introduction to other members of staff <i>Person Responsible – Line Manager</i>	<ul style="list-style-type: none"> <li>• Go through organisation chart</li> <li>• Discuss roles and responsibilities of staff in general terms.</li> <li>• May also want to extend time to allow visits to key contacts outwith work area.</li> </ul>
Introduction to the other teams within the Work area (if appropriate) <i>Person Responsible – Line Manager</i>	<ul style="list-style-type: none"> <li>• Purpose/Activities of the other teams/work areas</li> <li>• How the team fits in to the work area</li> <li>• How the work area fits into the University</li> </ul>
Terms and Conditions <i>Person Responsible – Line Manager</i>	<ul style="list-style-type: none"> <li>• Ensure new start has viewed and understood information contained in the Information for New Employees this contains important information on terms and conditions.</li> </ul>
Performance Standards <i>Person Responsible – Line Manager</i>	<ul style="list-style-type: none"> <li>• Outline specifics of job role – (job description)</li> <li>• Define goals, objectives, and expectations</li> <li>• Review probation and performance and development review/ ADR/ appraisal process.</li> </ul>
Culture of the Work area <i>Person Responsible – Line Manager/Nominee</i>	<ul style="list-style-type: none"> <li>• Make new start aware of local arrangements regarding hours of work, holiday requests, sickness procedure, after hours working, dress code, lunch arrangements, etc.</li> <li>• Other University procedures e.g. internet and e-mail usage, transportation and parking, etc.</li> </ul>
Office Systems <i>Person Responsible – Line Manager/Nominee</i>	<ul style="list-style-type: none"> <li>• Review processes for using office equipment such as: computer, telephone, voicemail, fax, printer, photocopier, etc.</li> <li>• Review processes for using other university equipment/systems such as: libraries, laboratories, open access computers, etc.</li> <li>• Review computer security, and software usage.</li> <li>• Consider environmental efficiencies (waste, recycling, energy)</li> </ul>
Job Specific Training and Development <i>Person Responsible – Line Manager/Nominee</i>	<ul style="list-style-type: none"> <li>• Role specific development needs should be reviewed and a suitable programme of training should be planned that aligns the individual's skills to their core duties.</li> </ul>