

## INDUCTION PROGRAMME FOR NEW STAFF

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

<b>SESSION</b>	<b>SUGGESTED CONTENT OF SESSION</b>
<b>Introduction to the University and work area</b> <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>
<b>Introduction to other members of staff</b> <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>
<b>Introduction to the other teams within the Work area (if appropriate)</b> <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>
<b>Terms and Conditions</b> <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>
<b>Performance Standards</b> <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>
<b>Culture of the Work area</b> <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>
<b>Office Systems</b> <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>
<b>Job Specific Training and Development</b> <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> <li>• Staff with line management responsibilities should be</li> </ul>