PERSONAL INDUCTION PLAN & INDUCTION CHECKLIST: MANAGERS' GUIDANCE NOTE

1. New induction procedures are being introduced for all staff. The first day induction checklist should be used with all staff, whether on a permanent, fixed term, temporary, full-time or part-time contract.

2. Induction should be seen as an on-going process throughout the first year of an employee's time with the University. Induction may also be needed when an employee changes their job within the University, particularly if they change departments. You will find the first day induction checklist helpful in ensuring that you cover the essential attributes of the new workplace with internally promoted candidates.

3. Induction should be reviewed with new staff at regular intervals. Typically for staff on year-long contracts or longer, these will occur at one at the end of the first month, at the end of the third month, at the end of the sixth month, and then be rolled into the annual appraisal period.

4. The personal induction plan and the record of the induction checklist should be kept on the staff member's personal file held in the department. This will enable it to inform review meetings, and to inform responses to requests from Personnel Services in relation to probationary periods.

5. The first day induction checklist has been presented in a format that should enable the manager, or the person to whom the induction is delegated, to complete the checklist. The manager should go through the checklist in the order presented, and tick each box at the point at which that induction material has been covered.

6. You may find it helpful to supplement the discussion that you have with the new member of staff by some further information, for example e-mail protocols as issued by ISO. However, caution should be exercised to ensure that the new member of staff is not overwhelmed with documentation.

7. A welcome pack (currently under production) which provides information about the web location of support materials as well as basic information on the University is provided by Personnel Services for each new member of staff. Copies can be obtained for casual staff - please contact your Personnel client team.

8. The induction checklist is deliberately generic and intended to cover the needs of all staff joining the University. However, in your department there may be a need for supplementary induction (for example COSHH regulations for Campus Services staff, HEMIS induction for Registry staff, COMPEL for Personnel staff, the use of lecture room equipment for academic staff). This should be covered in the initial development plan in Section C.

9. Once the induction checklist has been completed by the manager or delegated person, both the new member of staff and the manager should sign page 3. Signatures are also required from the new member of staff against any items of

equipment or special access entitlements that they are given. This is shown on page 2. On the termination of employment the manager's signature signals that property belonging to the University has been returned, and that special passwords etc have been cancelled. This latter is done through ISO and you should contact the Help Desk for information.

10. The first day induction should be started the day the new member of staff joins the University, or transfers to a new department. However, it may need to span the first two or three days, and managers should use their discretion to ensure that new employees are not overburdened with information.

11. Personnel Services will send a reminder one month after the member of staff's date of appointment and ask you to confirm that this induction has been completed.

12. In Section B, under General Welfare, there is the opportunity for new members of staff to identify any specific personal needs that they may have. There is no management requirement to probe in this area, but rather it is an opportunity for any special requirements that may be related to disability, health, or other personal requirements to be noted. If the new member of staff has no special needs that they wish to record, you can simply tick the box and mark none against it.

13. The induction checklist provides an opportunity to identify immediate knowledge and training needs. These may already have been identified in the interview process and/or by the appointment panel in determining the appointment. It is likely, however, that training and development needs will emerge as the new member of staff settles into their post, and these should be picked up at subsequent review meetings. You may find it helpful to refer to the University's Continuing Professional Development Policy in determining which training needs should be prioritised and which, though aspirational, cannot be met.

14. Many managers find it helpful to present new members of staff with two pieces of information: an organo-diagram showing the structure of the department and where the new employee fits into that structure; and a telephone directory which enables them to understand better who individuals are and how departments are located across the University.

15. In summary it is the responsibility of the manager to ensure that the form remains a part of the personal file of the new member of staff, and where responsibility for induction or parts of the induction programme are delegated to others, that the completed form is returned promptly to that file.

16. Any queries concerning the use of this induction form should be addressed to Personnel Services through your Personnel client team.