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**How to support a new starter**

An effective induction will help to ensure that a new member of staff settles in well and gains an understanding of the organisation and its culture as soon as possible. It should also ensure that they have the opportunity to quickly become an effective team member.

Induction starts before the first day of employment. Managers should keep in touch after a job offer, and ensure that the individual knows exactly what to expect when they arrive. The learning process should then continue over the following weeks and months. Induction is not a one-off event.

Effective induction should include:

* The basics – provision of equipment, system access, security passes, health and safety information, organisation charts / structures, building orientation – and any other information the member of staff needs to get up and running.
* An overview of the ‘big picture’ – including strategy, vision, values and long term plans for the organisation and department.
* Key policies and procedures and any mandatory training that needs to be completed.
* Meetings with key individuals, colleagues and stakeholders.
* Regular meetings with the manager to check in, provide feedback and set / review initial objectives.
* Provision of role specific information including a clear job description and summary of responsibility and duties.
* Team priorities and projects.

Other options include:

* Provision of a buddy or mentor.
* A learning and development plan.

Remember to take into account any reasonable adjustments that might be required to support staff with disabilities have an effective induction.

Don’t do too much too soon – it is easy to overwhelm someone.

The University runs regular welcome events for new staff – see the SLD pages on StaffNet to book.