



## **CODE OF PRACTICE FOR INDUCTION**

### **1. INTRODUCTION**

This Code of Practice is available to all managers and new staff through the Personnel and Staff Development website.

Induction is an essential process for all staff within the University, through which individuals are:

- Welcomed and effectively integrated to the University, their School/Service and colleagues;
- Able to develop an understanding of their role and the environment, culture, and the aims and objectives of the team in which they will be working;
- Equipped with the knowledge and skills essential to perform their duties or provided with training with which to do so;
- Able to continue their personal development during their career with the University;
- Provided with essential training, which meets legal obligations, e.g. health and safety

It is recognised that where induction is not effectively managed early in a new job then individuals can become unclear of their roles and responsibilities - and this in turn adversely affects performance and motivation. In addition, if statutory obligations are not being met there can be a risk of accident and injury.

### **2. CODE OF PRACTICE**

#### **POLICY STATEMENT**

2.1. The University will ensure that:

- (i) Each School/Service has nominated induction facilitators who are responsible for organising the induction of all new staff. The induction facilitator may be the individual's line manager or someone else within the School/Service and will be supported by the Training and Development Unit.
- (ii) The induction process is applied in line with the University's equal opportunities policy of fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.
- (iii) All staff employed are given the same minimum information. In order to achieve this the Induction Checklist issued by Personnel and Staff Development should be completed with the Induction Facilitator in the first two weeks of employment.
- (iv) New staff attend a staff welcome lunch organised by Personnel and Staff Development. This enables staff to have the opportunity to acquire general information about the University and meet senior members of staff including the Vice Chancellor.
- (v) Each new member of staff completes a PDR within 3 months of commencing work. Managers will assess the new employee's abilities, strengths and what they can bring to the post, as well as focussing on what they feel are gaps in the employee's skills.

- (vi) For certain roles, some Schools/Services may assign you a mentor. This person will assist the individual with a specific part of their role and may be in place for up to 3 years.

## **GUIDELINES**

In order to achieve the aims of the Policy Statement:

### 2.2. Induction should:

- (i) Start from the moment that a member of staff is appointed as first impressions are very important.
- (ii) Cover all essential information at the earliest opportunity.
- (iii) Address generic areas of induction. The staff welcome lunch and induction checklist highlight these areas.
- (iv) Induction facilitators will introduce all new staff to an online induction guide and a School/Service staff handbook, as appropriate.
- (v) Be interactive and able to be adjusted to meet both the needs of the individual and the manager/university. The learning preference of the new member of staff will be established in order to tailor the induction to suit their specific needs in a way that will be of benefit to them.
- (vi) Have no specified length for the process as individuals will have different needs but it will typically be carried out over several weeks. This will be regularly reviewed (preferably on a weekly basis) by the induction facilitator.
- (vii) Have time allocated to it so that the new member of staff does not feel rushed and be timetabled so that an employee, and those involved in the induction, have a clear plan of what will be covered and when. This needs to be planned before they commence work and should take effect from their first day of employment.
- (viii) Be evaluated by the new member of staff and the induction facilitator.

### 2.3. The induction should cover:

- (i) An introduction to the Role
- (ii) An introduction to the Service/School and key contacts
- (iii) Professional Services
- (iv) University wide policies, procedures and information
- (v) Any other information, as required.

For more detail please see the Induction Checklist.

## **3. FURTHER ADVICE**

- Should you have any queries with regards induction content, please contact the Induction Facilitator for your School/Service.
- Should you have any concerns on how your induction has been carried out, please contact your induction facilitator in the first instance or your Personnel Manager.