

# Research Staff Induction

## Departmental Guidelines for the Induction of New Research Staff

### Contents

1	Purpose of Induction	1
2	Induction Packs	1
3	Seminars for new members of staff	2
4	Safety Policy and Fire Safety Training	2
5	Research Induction Checklist	2
6	Planning/ Nomination of Co-ordinator	3
7	Preparation	3
8	Using the Induction Checklist	3
	8.1 Initial Reception	3
	8.2 Administration	3
	8.3 The Department	3
	8.4 Health and Safety	3
	8.5 Training / Development / Review	3
	8.6 University Policies/ Procedures	4
	8.7 The University, Structures and Finance	4
	8.8 General	4
9	Signing off the Process	4

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Author(s) University of Strathclyde

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## Departmental Guidelines for the Induction of New Research Staff

These guidelines are provided to assist/ support departments in the 'settling in' process of new members of research staff so that they become effective as soon as possible. They are not meant to replace effective induction procedures where these already exist in departments but rather compliment them or provide a good practice framework in departments where little or no induction procedures exist.

### 1 Purpose of Induction

Induction has three main objectives:

1. To help new members of staff settle into their new environment
2. To help them understand their responsibilities
3. To ensure that the University receives the benefit of a well trained and motivated member of staff as quickly as possible

In order to meet these objectives the University has introduced an integrated approach to the induction of new staff. This consists of the following:

### 2 Induction Packs

These will be sent to staff by Human Resources on written acceptance of their appointment and will consist of:

- a) Getting Started Leaflet – essential information for the first few days in post
- b) Abbreviated version of the University's Strategic plan which gives details of the University strategic priorities
- c) Freedom of information at the University of Strathclyde
- d) Data Protection at the University of Strathclyde
- e) Getting the message across (A4 sheet from Press Office regarding how to subscribe to mailing lists)

New Staff Induction Checklist is available to download at:

<http://www.strath.ac.uk/staffinduction/researcher/>

### 3 Seminars for new members of staff

These will run approximately 3 times per year (September, January and May) and will last no more than 2 hours. The seminars will cover:

- 1) Welcome by the Principal
- 2) Past, Present and Future of the University
- 3) University Structure, Strategy and Finance
- 4) HR and Development
- 5) Student support

All new staff members are invited, on acceptance of their appointments, to attend and departments are asked to encourage them to do so. Dates of seminars are arranged in advance and can be found on the Organisational and Staff Development Unit (OSDU) web site:

<http://www.strath.ac.uk/hr/learninganddevelopment/>

### 4 Safety Policy and Fire Safety Training

It is a legal requirement that every member of staff attends the above training. Safety Services run training sessions on a regular basis and departments are asked to ensure that the Departmental Safety Convenor liaises with Safety Services regarding the attendance of newly appointed staff.

Information on booking arrangements for these sessions can be found on the Safety Services web site: <http://www.strath.ac.uk/safetyservices/healthandsafetytraining/>

### 5 Research Induction Checklist

This is provided to departments as a framework/ guide to ensure that as far as possible all new staff will receive sufficient information to enable them to become familiar with the University, department, work areas and what is required of them so that they might be effective in their post as soon as possible.

A copy of the checklist together with guidelines should be downloaded from the Human Resources web page by using the following link: <http://www.strath.ac.uk/staffinduction/>

This should be done when Heads of Departments are notified by HR of the acceptance of the post by the new member of staff.

Details on using the guide are provided in section 8 below.

## Action Required

### 6 Planning/ Nomination of Co-ordinator

As members of staff on acceptance of their appointment will receive an induction checklist and guidelines for completion as part of their induction pack, there will be an expectation that there will be some form of induction programme from the day they start. It is essential therefore that a programme is planned in advance and that someone within the department is nominated to take responsibility for the co-ordination of the programme. This person will ensure that all the areas of induction are covered and liaise as appropriate with those covering each stage of the process. This will include a planning meeting with the line manager 2-8 weeks after the start date for a discussion of how the employee is getting on, using this meeting as an opportunity to discuss any issues and provide/seek feedback.

### 7 Preparation

It is important that staff in the department/ section are aware when a new member of staff is starting before they start and where possible the location of where they will be working. All the equipment, furniture etc, required for the job should be in place when the new member of staff starts.

### 8 Using the Induction Checklist

The checklist provides a framework for the process and therefore some topics will not be relevant and others not included may be essential (a space is provided on the list for departments to cover such topics). The stages indicated by boxes for each topic are notional, although it is anticipated that most of the topics highlighted to be covered on the first day will in fact be covered then. It is recognised, however, that the timescale will vary from post to post and person to person.

#### 8.1 Initial Reception

This would be the responsibility of someone within the department who would meet the new start on their arrival and introduce them to work colleagues and the area where they will work. Documentation relates to checking they have received and understood their induction pack and issuing any appropriate information regarding the department. Having a new start attached to a Buddy or Mentor is something which departments may wish to consider as it can prove a useful way of quickly integrating staff into the department.

#### 8.2 Administration

This is the responsibility of the new member of staff but the department should ensure that this has been covered and direct staff where appropriate to the Finance Office and/ or Human Resources.

#### 8.3 The Department

It will be the responsibility of the department to cover its aims, objectives, structure etc. Probation is an area which will require a more detailed explanation with some posts.

#### 8.4 Health and Safety

The department is responsible for ensuring staff know on their first day: the emergency evacuation procedures, first aid provision, departmental safety regulations and how to carry out the job safely. Safety Policy and Fire Safety Training is the responsibility of [Safety Services](#). There is a statutory requirement for staff to attend these training sessions (the Departmental Safety Convenor should liaise with the Safety Services).

#### 8.5 Training / Development / Review

General information on the operation of the above will be given at the seminars for new staff and the requirement of the department here is to inform how these operate within the department.

Under immediate development requirements it is important that it is assessed what requires to be provided quickly for the new member of staff and that it is arranged.

Information on the above is available on the Human Resources web page: <http://www.strath.ac.uk/hr>

## **8.6 University Policies/ Procedures**

The above is covered on the staff web page by using the link: <http://www.strath.ac.uk/staff/policies/>

The department is asked to ensure the new member of staff is made aware of this at the earliest opportunity. What is also required of departments is to ensure staff understand each of the areas highlighted on the checklist and to make sure that in relation to absence, smoking and use of computing facilities that this is also covered from a departmental perspective.

## **8.7 The University, Structures and Finance**

This will be covered through the seminars for new staff.

## **8.8 General**

Communication includes: [Prism](#), e-mail, weekly digest, departmental meetings, newsletters, team briefings etc. Staff should also be directed to the staff web page: <http://www.strath.ac.uk/staff/>

## **9 Signing off the Process**

At the conclusion of the induction process the new member of staff and the person responsible for induction should sign and date the checklist to signify that the process has been completed. This will be held by the department.