

# Staff Induction

## Departmental Guidelines for the Induction of New Staff

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## Departmental Guidelines for the Induction of New Staff

These guidelines are provided to assist/ support departments in the 'settling in' process of new members of 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

New Staff Induction Checklist is available to download at: <http://www.strath.ac.uk/staffinduction/>

### 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 to the University of Strathclyde
- 2) Past, Present and Future of the University
- 3) University Structure, Strategy and Finance

The morning's event also includes an Information Marketplace where new staff will be able to find out about the University of Strathclyde facilities, benefits and support available from a variety of Professional Services departments, and information sessions covering:

- 1) Staff Benefits and Wellbeing
- 2) Student Support
- 3) Researcher Development
- 4) Information services

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 International Staff

The University of Strathclyde welcomes Staff from around 100 different countries and as such recognises the need to provide specific support to ensure international staff have a positive experience of joining the University.

The following links provide information available centrally to international staff but this should be supplemented with a warm welcome and appropriate support for the individual member of staff by the department.

We have a dedicated LinkedIn network provision for international staff. They can access the network by following this link:

<https://www.linkedin.com/grp/home?gid=6955102>

## 5 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.

### 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 Occupational Health and Safety

There is a legal requirement for employers to provide comprehensible and relevant information on a number of health and safety issues. At Strathclyde this is provided in two complementary Parts.

[Occupational Health and Safety Induction - Part 1](#) is provided by Safety Services via an online presentation and deals with a number of general health and safety issues that are applicable to all new staff across the University. Having viewed the presentation and read the necessary documents, participants will be required to download and return a **Confirmation of Completion Form** to their Departmental Safety Convener.

[Occupational Health and Safety Induction - Part 2](#) should be conducted by the Induction Co-ordinator, the person with managerial responsibility for the new member of staff, or the Departmental Safety Convener (DSC) and should provide information on health and safety precautions and procedures specific to the department. Two versions of an **Occupational Health and Safety Induction Checklist (Form S27)** are available to remind the responsible departmental manager of issues that need to be covered - one for department's where work activities are considered to be Lower Risk, and one where they are Higher Risk. These are available from [Safety Services'](#) web pages.

There should be two main outcomes to Part 2. The new staff member should be provided with a **Personal List of Essential Health and Safety Information**, as well as a **Personal Health and Safety Training Schedule** of relevant health and safety courses. Line managers should take a proactive role in ensuring that any initial and subsequent on-going health and safety training is scheduled and fulfilled in a timely manner.

## **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.

All staff have a responsibility to respond to complaints made to them by students or members of the public. Information and guidance is available at:

<https://moss.strath.ac.uk/complaints/SitePages/Home.aspx>

## **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.