Centre for Staff and Educational Development
Human Resources Division

Guidelines for the Induction of
New Members of Staff

Revised September 2016

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Guidelines for the Induction of New Members of Staff

These guidelines have been prepared to provide assistance to those who have responsibility for introducing new staff to UEA.

The University is a complex organisation and if new staff are to establish themselves quickly they will need guidance, support and information. If that support is provided in a considered way, new staff are likely to feel more positive about themselves, the job, and the University.

Clearly, the tasks which new staff have been employed to perform will be very different but whatever the job, someone should be responsible for addressing the following questions:

- What does this new member of staff need to know?
- Who should tell them?
- When should they be told?

The ultimate responsibility for the induction of new staff rests with the Head of School or Head of Unit. A large part of the process may need to be delegated; nonetheless someone needs to be clearly identified as having responsibility for planning the induction programme and making sure it happens. The extent of the programme and the context will vary enormously depending on the nature of the appointment and the checklists which follow are designed to suggest general action points which may be helpful in assisting a new member of staff settle in as easily and effectively as possible. Managers may well wish to add other points to the lists.

The Guidelines consist of three sections:

1. Details of information provided by the Human Resources Division on appointment.
2. Checklists of information which may need to be provided by the School/Unit.
3. Checklist of action points for use by those with responsibility for introducing new staff to a School/Unit and specific responsibilities for the line manager.

CSED Introductory Morning & Online Induction Module

For new staff CSED runs an **Introductory Morning** in October, March and June each year. All staff are sent an invite and you may want to encourage this. It includes a personal welcome from the VC, opportunity to network, and a choice of campus tours. A web page of resources in support of this event, which has many useful links, can be found at **https://portal.uea.ac.uk/csed/resources/introductory-conference**.

This event is complemented by an **Online Induction Module** which all new staff are encouraged to work through. It provides a general introduction to UEA including the various departments and schools, history, vision, structure, facilities and services, environment and sustainability policies. There is also a welcome video message from the Vice Chancellor and links to essential information. Instructions for accessing the module are given at **https://portal.uea.ac.uk/csed/e-learning**.

Section 1

Information provided by the Human Resources Division on appointment

Offer letters are emailed (or posted if the new starter does not have access to a PC or an email address) to individuals with links to web pages and some documents attached. The content varies depending on the category of staff. Staff are directed to the HR intranet for other employment procedures and for equality and diversity documentation.

For All Staff:

- Acceptance of Appointment Slip
- Terms and Conditions including Pay Scales
- Approved list of documents for verification of entitlement to work in the UK
- Occupational Health Assessment Form
  (there is additional material for Dental Officers and some Estates staff)
- Equal Opportunities in Employment and Form
- Acceptance Procedure – Payroll and Pensions Office
- Universities Superannuation Scheme Guide
- Relevant Grievance Procedure
- Relevant Disciplinary Procedure
- Sickness Absence Guidelines
- Campus Card Application Form (UEA ISD - R1)

For appointments subject to DBS:

- Statement of Policy on the Recruitment of Ex-Offenders
- Information and guidance on how to complete the DBS Disclosure Application Form
- List of Acceptable ID Documents

Staff are requested to familiarise themselves with the following documentation:

All Staff

- Public Interest Disclosure Policy
- Statement of Health & Safety Policy
- Anti-Bribery Policy
- Personal Data and Freedom of Information Guidance
  (not CAT or CLN unless management)

ALC, ATR & ATS Staff

- Rules and Procedures for confirmation, promotion and salary review
- Consultancy Policy

ATR & ATS Staff

- Assuring and Enhancing Teaching Quality – A Code of Practice
- Professorial and Related Salary Structures *(professorial appointments only)*
- MA in Higher Education Practice Information *(for staff on probation)*

ATR Staff

- Research Ethics Policy
- Guidelines on Good Practice in Research
- Procedures for Dealing with Allegations of Misconduct in Research

Information supplied by HR, September 2016

Section 2

Checklist of information which may need to be provided by the School/Unit

a) Organisational Information

Transport: Public transport information and where to park a car or, leave a bicycle on campus	
Map of the University/Department and facilities eg kitchen, toilet etc	
Information about the structure and purpose of the School/Unit	
Staff List: names, telephone extensions, e-mail addresses, room numbers	
Roles and responsibilities of other staff	
Hours of work	
Holiday arrangements: who to inform/contact	
Sickness arrangements: who to inform/contact	
Wages and salary arrangements: where/when/how. Information about timesheets and overtime	
Tea/coffee/lunch arrangements	
Details of how to get UEA Campus Card processed and arrangements for access to buildings/late working etc	
Health and wellbeing facilities e.g. Counselling services, Occupational Health, Eye test procedures	
Departmental safety procedures, including conducting a Health and Safety Training Needs Analysis and issuing a Health and Safety Training Record	
Accident reporting process	
Key organisational policies: Data Protection Policy, Information Security Policy, Environmental Policy	
Financial regulations and procedures of direct relevance to postholder (including anti-fraud/anti-corruption policy and anti-bribery policy)	
Where, when and how to obtain equipment, stationery, photocopying, keys, tools, safety clothing, uniform etc	
How to report fault and issues to the Estates and Facilities Division or ITCS	
Sources of information: UEA telephone directory, Calendar, UEA Prospectus, UEA Intranet etc	

b)   Job Information

Handover arrangements with previous post holder (where applicable)	
Duties and responsibilities of the post	
Reporting lines: Manager, Supervisor etc	
Procedures and criteria for the confirmation of appointment	
Sources of funding for travel, conferences, research, etc	
Provision for study leave	
Opportunities for acquiring further job-related qualifications and training (award bearing and non-awarding)	
Annual Review and Promotion Procedures	
UEA Staff Appraisal and Development Scheme	
Mentoring arrangements	

Section 3

<u>Checklist of action points for use by those with responsibility for introducing new staff to a School/Unit</u>

Arrange preliminary visit to UEA to meet colleagues, etc	
Ensure appropriate background information is assembled prior to arrival of new member of staff	
Ensure new starter is logged on the relevant systems to allow access eg IT	
Allocate office space, equipment, stationery, etc	
Appoint mentor and agree responsibilities	
Agree appropriate arrival time and place	
Inform other staff of the start date	
Arrange meetings for new member of staff with Dean/Head of School or Faculty Manager, mentor etc	
Provide tour of department and UEA campus - Library, IT and Computing Services, Banks, etc	
Arrange for new member of staff to visit the IT Helpdesk to apply for Campus Card	
Introduce new member of staff to colleagues	
Written details of induction programme	
Ensure that a Health and Safety Training Needs Analysis has been carried out and a Health and Safety Training Record issued	
Ensure all mandatory or recommended training modules have been completed, including: • UEA Induction Module (online) • Diversity in the Workplace (online) • Recruitment and Selection (online) • Staff Appraisal (online) • Data Protection, Freedom of Information, Records Management, Information Security and Copyright (all online) • Health and Safety (provided by Safety Services)	

Ensure that fire safety training and first aid information is provided within the first few days of employment	

Activities specifically undertaken by the line manager

Discuss duties of the post and agree targets and objectives	
Identify immediate information and training needs, eg word processing, relevant CSED courses	
Set up progress meetings, weekly, monthly as appropriate	