

**Departmental Induction Guidelines/Roles**

**Associate Lecturers/Demonstrators**

These guidelines aim to clarify the support provided and the responsibilities of all parties ensuring induction is completed effectively, so that all employees begin their work with the University in a positive and supportive environment. The length and content will depend on the employee’s role. The checklist given is designed to suggest general issues/topics that may need to be included. An additional template has also been provided for Departments/Schools and Directorates to add other topics as appropriate. This induction process is also supported by information available on the [New Starter Portal page](https://ps.lincoln.ac.uk/services/hr/New%20Starters/SitePages/Home.aspx).

The University Induction Process will:

* Aim to make all new starters feel welcome and valued
* Enable new starters to begin working effectively as quickly as possible
* Provide the new starter with the information about the University/School/Department to support them in their new role.
* Ensure that new starters are aware of the University’s equality and diversity commitment.
* Allow the University to demonstrate that its induction process is comprehensive and effective.

**Role of HR**

1.1 To write to the new starter to confirm appointment and issue the following:

* Appropriate information, including a copy of these guidelines
* A copy of the Departmental Induction Checklist
* To issue a welcome e-mail to the Inductee, which provides a link to the new starter Portal page.

**Role of Line Manager/Inductor**

1.1 To be responsible for determining the scope and nature of the induction and ensure it takes place.

1.2 To organise and co-ordinate the departmental induction, using the Departmental Induction Checklist

1.3 Identify any initial development needs in discussion with the new starter.

1.4 To be able to make themselves available as a point of contact (as often as required).

**Role of Inductee**

* 1. It is the joint responsibility of the line manager and the inductee to ensure that all parts of the induction checklist are covered. This means the inductee needs to monitor their checklist and raise any gaps with their line manager.
	2. Participate in regular review meetings to discuss progress of induction with their line manager.
	3. Use their inductor as a first point of contact to raise any questions they may have through the induction process.



**Departmental Induction Checklist**

**Associate Lecturers/Demonstrators**

|  |  |  |
| --- | --- | --- |
| Name of Inductee |  | …………………………………………………………………………………………………………………. |
| Name of Line Manager |  | …………………………………………………………………………………………………………………. |
| Name of Inductor |  | …………………………………………………………………………………………………………………. |
| Employment Commencement Date |  | ………………………………………………………………………………………………………………... |

**Pre-Arrival (Department to carry out)**

| **Activity** | **Assigned to/Notes** | **Date Completed** |
| --- | --- | --- |
| Ensure that the workplace is ready for your new starter (office, desk, chair, computer, telephone etc) |  |  |
| Organise any keys/swipe cards that the new starter will need to get into their place of work.  |  |  |
| Prepare for a telephone conversation with the new starter. The new starter will be asked to make telephone contact with their manager prior to their start date. This is so they are able to find out who/where and when to report to on their first day.  |  |  |
| Set up a meeting between the new starter and their line manager on first day to discuss new role.  |  |  |
| Set up meetings with any key contacts that the individual may need to meet. (If applicable)  |  |  |
| Agree who the new starter will be introduced to in the first instance. Departmental managers/immediate team any key members of staff outside department and/or contacts outside the University. Appointments to be set up.  |  |  |
| Action any Occupational Health recommendations that may have come back from completed questionnaire. (If applicable)  |  |  |
| Provide a “useful contacts list” that will be relevant to the person’s role/department.  |  |  |

**First Day**

| **Activity** | **Assigned to/notes** | **Date Completed** |
| --- | --- | --- |
| Meeting with the line manager/inductor, to set out programme of events during induction.  |  |  |
| Meeting with the line manager to discuss job description- clarification of role and expectations.  |  |  |
| Introduce the new starter to colleagues.  |  |  |
| Provide general information about* Working hours, start/finish times, lunch breaks.
* Location of stationery supply/photocopiers/pigeon holes etc
* Location of toilets
* Location of University food outlets

Any other general information as directed by the line manager |  |  |
| Ensure the new starter has read and agreed to the acceptable use of [IT Policy](https://ps.lincoln.ac.uk/services/CS/InfrastructureServices/ICTPolicies/SitePages/Home.aspx) |  |  |
| Log on to PC (If needed for their work), and set a password. Introduce Portal/Blackboard/I drive/H drive. (Log on details will be sent to the new starter’s line manager automatically, if this does not happen ring the helpdesk on 6500) |  |  |
| Run through basics of Outlook e.g. giving access to calendar, making and accepting appointments, checking they are on correct distribution lists. (If the individual is not already familiar with Outlook)  |  |  |
| Provide the new starter with the link to the University self-serve system, [My View](https://ps.lincoln.ac.uk/services/hr/MyView/SitePages/Home.aspx).Ask them to check the data currently held on them, and to update where appropriate. If the new starter has access to a phone, ensure they update the *work phone* entry. This will then populate the phone directory. |  |  |
| Arrange Staff ID Card – visit Student Support Centre with proof of identification.  |  |  |
| Make the new starter aware of Sickness Absence Notification Procedure. |  |  |
| Make new starter aware of local fire rules and first aiders. |  |  |

**First Week**

| **Activity** | **Assigned to/notes** | **Date Completed** |
| --- | --- | --- |
| Provide copy of and briefly outline University/departmental Organisational structure |  |  |
| Arrange for overview of key systems and tools to be used as part of job role  |  |  |
| Discuss with new staff member extent and nature of HE teaching experience |  |  |
| Facilitate introductions/meetings with relevant Programme Leaders/Module Coordinators/Year/Level Tutors  |  |  |
| Discuss workload planning process and teaching timetable  |  |  |
| Programme Leaders to provide new staff member with programme and unit descriptors and, where/when available, student handbooks |  |  |
| Provide new staff member with information around school and college processes, meetings and key dates with regard to assessment, student recruitment and quality. |  |  |
| Health and Safety Induction to be covered by the Department Health and Safety Co-ordinator (Or Line Manager) and [Health and safety Induction Checklist](https://ps.lincoln.ac.uk/services/registry/hs/SitePages/Default.aspx) and Handbook to complete.  |  |  |
| If not already covered, allow time to read :* [New starter page](https://ps.lincoln.ac.uk/services/hr/New%20Starters/SitePages/Home.aspx)
* [Staff Handbook](https://ps.lincoln.ac.uk/services/hr/Staff%20Handbook/SitePages/Home.aspx)
* [Useful information for International Staff](https://ps.lincoln.ac.uk/services/hr/InformationforInternationalStaff/SitePages/Home.aspx) (if applicable)
* [International Network Group](https://ps.lincoln.ac.uk/services/hr/InformationforInternationalStaff/Pages/International%20Network%20Group.aspx)  (if applicable)
 |  |  |
| Provide a tour of the Campus.  |  |  |
| Ensure the following document has been covered for what to do in an emergency ([click here to access document](http://planning.blogs.lincoln.ac.uk/files/2016/09/Staff-Briefing-What-to-do-in-an-emergency-Sept-2016.pdf)). Further information is available [here](http://planning.blogs.lincoln.ac.uk/incident-management/). |  |  |

**First Month**

| **Activity** | **Assigned to/notes** | **Date Completed** |
| --- | --- | --- |
| Set up regular probation meetings for next twelve months and book in calendar |  |  |
| Meet Pro Vice Chancellor or Head of School (if appropriate) |  |  |
| Visit and join library (If appropriate)  |  |  |
| Complete mandatory eLearning – Your eLearning account will be automatically set up for you on your first day and can be accessed [here](https://ps.lincoln.ac.uk/services/hr/development/Online%20Training/SitePages/Home.aspx). If you experience any problems, please contact training@lincoln.ac.uk. |  |  |
| Read and become familiar with the [Equality and Diversity Commitment Statement](https://ps.lincoln.ac.uk/services/hr/Equality/SitePages/Home.aspx) and [The Respect Charter](https://ps.lincoln.ac.uk/services/hr/RespectCharter/SitePages/Home.aspx) |  |  |
| If your role involves contact with students, we recommend the following training:* Supporting Students in Distress
* PREVENT training
* Preventing & Tackling Sexual Misconduct in Higher Education\*

\* this is an online course and can be accessed by [clicking here](https://uol.learning.uk.com/totara/dashboard/index.php).The others are workshop based and can be booked onto via the Organisational Development [Portal Site](https://ps.lincoln.ac.uk/services/hr/development/BookProgrammes/SitePages/Home.aspx) |  |  |
| Read and become familiar with the [Estates Policies Page](https://estates.lincoln.ac.uk/services/policies-and-procedures/) – in particular the Energy Policy and Thermal Comfort Policy |  |  |
| Become familiar with the [Employee Assistance Programme](https://ps.lincoln.ac.uk/services/hr/EAP/SitePages/Home.aspx) (EAP) and [Staff Wellbeing](https://wellbeing.sites.lincoln.ac.uk/) offering  |  |  |
| Data Protection: manager to discuss any personal data processing carried out as part of the role, to include:* the staff member’s obligations under relevant data protection legislation
* local procedures
* data sharing processes
* how to report breaches
* details of the Information Compliance Officers, who can advise on data protection matters.
 |  |  |

****

**Useful Templates to Support Departmental Induction**

**Departmental Specific Checklist**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Assigned to/notes** | **Date done** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Induction Timetable for Week One: (Optional Use)**

**Date**

|  |  |
| --- | --- |
| 9.00 –10.00 |  |
| 10.00 – 11.00 |  |
| 11.00 –12.00 |  |
| 12.00 – 13.00 |  |
| 13.00 – 14.00 |  |
| 14.00 –15.00 |  |
| 15.00 – 16.00 |  |
| 16.00 – 17.00 |  |

**Date**

|  |  |
| --- | --- |
| 9.00 –10.00 |  |
| 10.00 – 11.00 |  |
| 11.00 –12.00 |  |
| 12.00 – 13.00 |  |
| 13.00 – 14.00 |  |
| 14.00 –15.00 |  |
| 15.00 – 16.00 |  |
| 16.00 – 17.00 |  |

**Date**

|  |  |
| --- | --- |
| 9.00 –10.00 |  |
| 10.00 – 11.00 |  |
| 11.00 –12.00 |  |
| 12.00 – 13.00 |  |
| 13.00 – 14.00 |  |
| 14.00 –15.00 |  |
| 15.00 – 16.00 |  |
| 16.00 – 17.00 |  |

**Date**

|  |  |
| --- | --- |
| 9.00 –10.00 |  |
| 10.00 – 11.00 |  |
| 11.00 –12.00 |  |
| 12.00 – 13.00 |  |
| 13.00 – 14.00 |  |
| 14.00 –15.00 |  |
| 15.00 – 16.00 |  |
| 16.00 – 17.00 |  |

**Date**

|  |  |
| --- | --- |
| 9.00 –10.00 |  |
| 10.00 – 11.00 |  |
| 11.00 –12.00 |  |
| 12.00 – 13.00 |  |
| 13.00 – 14.00 |  |
| 14.00 –15.00 |  |
| 15.00 – 16.00 |  |
| 16.00 – 17.00 |  |