Why is Induction Important?

For many, the prospect of a new job in a new organisation or area is a daunting one. A good induction programme will help to integrate new staff into the University workplace and help them settle more quickly into their job, resulting in a more effective performance at an earlier stage.

Every organisation that values staff will have an induction programme which aims to provide all the information that new staff need to be successful in their new role. This document gives some guidance on structuring an Induction.

Take the time: There’s no getting around it, the induction process does take time to do well. Getting it right ensures that your new employee is engaged and productive sooner and can prevent issues later on. Spend time now to save time later!

Forward plan: Before the new member of staff arrives, there is an opportunity to commence communication and plan the induction programme so that it runs smoothly throughout.

The first day: The first day should be a welcoming day—a chance to meet the team. The induction programme should be discussed and dates booked in diaries. Only essential information should be given to ensure that your new starter doesn’t feel overloaded.

The first week: During the first week, further information should be given on the key aspects of the job, the goals and objectives of the team and University. A review should be held at the end of the week to assess understanding and clarify outstanding matters.

Schedule formal meetings: Regular formal reviews should be held to ensure that progress stays focussed and on track and any issues are dealt with so that probation can be completed. A written record should be kept.

Review goals and learning needs: Towards the end of Induction or as part of a probation plan, personal objectives should be drafted, a development plan covering learning needs can be compiled if required and relevant courses booked.