

GUIDANCE FOR INDUCTION COLLEAGUES

YOUR ROLE

The purpose of an Induction Colleague is to help and support a new member of staff to settle into the job as easily and rapidly as possible, whether it is someone who is new to the University, someone who is taking on a new role, or someone who is being redeployed. The Induction Colleague will complement the Line Manager in providing a beneficial local induction which enables the new member of staff to become an effective member of the School/Department. It is primarily an informal role carried out by a peer with no line management responsibility for the inductee. All the formal elements, like supervision of probation, are the responsibility of the Line Manager.

Local induction is one stage in the induction process, which begins with the on-line Welcome and Orientation Programme and

for many staff will include further online training sessions. Local induction should be Inductee-led, as far as possible, not a one-size-fits-all process. There is an **Induction Checklist** to help ensure an effective induction.

Your role therefore is that of an 'informed friend'; you will be on hand to show them the ropes, make introductions and answer questions (particularly those that a new member of staff may not want to ask a manager). You may not always know the answers but you will know how to find out. The exact scope of your responsibilities should be agreed with the Line Manager. The Inductee will have the induction checklist and this is a useful way of identifying and discussing all the necessary requirements for a particular person. The following table illustrates one way that some of the key tasks might be divided between the Line Manager and the Induction Colleague.

Process	Lead Responsibility (Induction should be 'led' by Inductee as far as possible)	Comments	When
Identify Induction Colleague.	Line Manager	Person in similar role/at similar level to Inductee would be suitable	Before arrival
Brief Induction Colleague and agree responsibilities for first week(s).	Line Manager		
For the first day ensure both/either Line Manager/Induction Colleague are available to meet Inductee once HR processes are complete.	Line Manager		
Put date in diary for first meeting.	Line Manager		
Print inductee pack (guide and checklist). Add any additional relevant items and make sure Induction Colleague and Inductee have correct copies.	Line Manager/ Induction Colleague as agreed	www.ulster.ac.uk/peopleandculture/recruitment/new-staff	
Prioritise appropriate items on checklist according to role and status (e.g. new, redeployment etc.).	Line Manager	Decide which you will do personally, and which you will delegate to Induction Colleague. Decide which can be covered on first day and which can be covered in later stages.	
Meet new member of staff.	Line Manager/ Induction Colleague as agreed		First day
Give them Inductee pack and go through it briefly to identify queries.	Induction Colleague		
Provide opportunity to access Welcome and Orientation Programme.		Needs access to computer, staff number and login password	
Meeting with Line Manager.	Line Manager	Some items on checklist may be covered at this meeting	
Meeting with other departmental staff.	Induction Colleague	Key staff	
Cover other items from checklist prioritised earlier.	Induction Colleague		
Colleague available to answer queries, make further introductions.	Induction Colleague	More key staff, may be outside department	On-going
Cover remaining items from checklist.	Induction Colleague		
Clarification of job and expectations (two-way), probation requirements.	Line Manager		
Time to undertake mandatory training (On Blackboard).		Facilitate computer access	
Training/developmental needs (may be particularly important for staff on redeployment).	Line Manager		
Checklist should be revisited on ongoing basis and signed off when both are satisfied. Probationary meetings may still continue. You should keep a copy of the signed checklist, and give one to the inductee.	Line Manager/Inductee	Both Inductee and Line Manager should keep signed copy	

