

INDUCTION

GUIDANCE FOR NEW STAFF

YOUR INDUCTION

Induction is intended to help you to settle into the University as quickly as possible, understand what is expected of you and help you to perform your new role successfully.

This guide outlines the main features of your induction into Ulster University. As with the accompanying **Induction Checklist** it is intended to help you to be a proactive participant in this learning experience, so that you get the induction that is right for you and you feel well prepared for the role that you will be doing. An effective induction is not something that is 'done' to you, but a collaborative enterprise. Induction will continue for an appropriate time, largely determined by your needs. It is part of the probation process and can include or lead into Developmental Appraisal Review.

This guide is particularly relevant to staff new to the University, however the information is also useful to staff changing roles within the University.

There are a number of elements to induction depending on your role.

WELCOME AND ORIENTATION PROGRAMME (ON-LINE)

This is an on-line programme which is run via the University Blackboard virtual learning environment. You will be able to access it once your staff number has been activated and time should be allowed for you to complete it very soon after you arrive. The programme is accessed via <https://learning.ulster.ac.uk/webapps/login/>. Click on Welcome & Orientation Course. This programme includes an overview of the institution. It will give you an idea of where to access information about the University. If you have questions after completing this session, you should raise them during your local induction.

LOCAL INDUCTION

You will be assigned an Induction Colleague (if appropriate) who is there to guide you through your first few days, and answer questions that you may have. S/he will meet you on your first day. Your

Induction Colleague/Line Manager will look at the checklist with you and together identify priorities for discussion in your first meetings. You are encouraged to be proactive in asking questions.

ACADEMIC STAFF

If you are an academic member of staff, you will be required to undertake the PgCHEP programme of development which will cover key aspects of teaching and learning and an introduction to the research environment in the University.

I'M NEW TO MY ROLE BUT NOT THE UNIVERSITY

Local induction should be available for all staff. If you move to a new role within the University, elements of information in the checklist may still be relevant to you. You, your Line Manager, and Induction Colleague (if appropriate) should identify the key tasks that will help you to settle quickly and efficiently into your new role. You should also have opportunities to clarify the mutual expectations of your role.

WHAT HAPPENS AFTER INDUCTION?

Your induction can also be an essential element of the probation process. Your Line Manager should discuss this with you during your induction. The period of your probation will be given in your letter of appointment.

LOCAL INDUCTION IN A NUTSHELL

Some staff may feel competent and confident in their new role relatively quickly, other roles are more complex and require longer. Think of the Local Induction as a time of learning and the beginning of your Continuing Professional Development.