

INTRODUCTION

Local induction is an essential part of the induction programme that enables all new staff, or staff with a new role, in the University to settle into the environment, become familiar with essential procedures and ways of working and understand the requirements of their role.

An effective local induction ensures that the University, and the Line Manager, get the benefit of a well motivated and informed member of staff within a short timeframe. Some aspects of local induction require input from the Line Manager, but other, more practical aspects can be delegated, making the manager's time commitment less onerous.

An Induction Colleague can be nominated to assist the Inductee. Guidance to Inductees stresses that they should be proactive in seeking information that they need, so induction should be guided by input from the new member of staff, whilst also acquainting them with your expectations of their role and performance. Induction should not be something that is 'done' to new staff in a one-size-fits-all manner.

Thus, local induction is a three-way joint process between the Line Manager, the Induction Colleague and the Inductee.

INDUCTEE



LINE MANAGER

INDUCTION COLLEAGUE

There is an accompanying **Induction Checklist** to help all ensure an effective induction.

PURPOSE OF INDUCTION

- To help new members of staff become familiar with their new environment
- To help them to understand their role and responsibilities
- To clarify mutual expectations of role and performance
- To provide new staff with access to the resources that they need to perform their job efficiently and effectively
- To ensure that the University and Faculty/School/Department receives the benefit of a well trained and motivated member of staff as quickly as possible
- To integrate existing staff into new roles/responsibilities and/or new sections.

WHO SHOULD HAVE A LOCAL INDUCTION?

- New part time and full time staff
- Staff redeployed within the University
- Staff taking on new role within the University.

INDUCTION COLLEAGUE

The purpose of an Induction Colleague is to help and support the 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.

They should therefore be someone who is familiar with the processes within your School/Department and the role of the new member of staff. You can then delegate some of the elements of local induction to the Induction Colleague. 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. It is an extension and development of a role previously termed 'buddy' and should be someone who is positive and enthusiastic about the work of your area.

WHEN SHOULD LOCAL INDUCTION TAKE PLACE?

Induction begins with the first contacts between the University and the employee, and continues until the new employee is fully integrated into the University and their role. This may take weeks or months. It should be viewed as part of a developmental continuum which feeds into the probationary programme, and eventually, appraisal process. Induction should be completed before the end of probation.

The Professional Development policy assigns primary responsibility to the Line Manager for the identification of and response to staff support and development needs through local induction, probation and appraisal, so local induction should be viewed as the first step in an on-going process, not as a separate procedure. There are also Codes of Practice for both Academic and Business Support staff which give information on good practice relating to Professional Development, including induction.

HOW DOES LOCAL INDUCTION FIT WITH OTHER INDUCTION SESSIONS?

All new appointments will be invited to undertake the University Welcome and Orientation Programme as soon as possible. This is delivered via the Blackboard Learn VLE and new staff can access it as soon as their staff number is active. This online programme includes a welcome message from the Vice-Chancellor and an overview of the institution by reference to material on the portal. New staff may need to revisit the Welcome Programme a number of times to get the full benefit. Any questions raised by that should be answered if possible at local induction. Online mandatory training programmes can also be accessed via the Welcome Programme. Academic staff are also required to undertake the PgCHEP which will cover key aspects of teaching and learning and an introduction to the research environment

KEY ASPECTS OF LOCAL INDUCTION

The table here summarises the process.

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 People and Culture 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	Accessed at 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.	First day
Meet new member of staff.	Line Manager/Induction Colleague as agreed		
Give them Inductee pack and go through it briefly to identify queries.	Induction Colleague		
Provide opportunity to access Welcome and Orientation Programme.	Inductee	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).	Inductee	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	

The following tables summarise how local induction might look for the three categories of staff: new staff; staff taking on new role within the University; staff redeployed within the University.

LOCAL INDUCTION IN A NUTSHELL

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

How Local Induction may look for person new to the University

Day 1 +	Week 1 +	Month 1 +	Month 3 +
<ul style="list-style-type: none"> Finalise any information required by P&C Introductions University & Local Orientation 	<ul style="list-style-type: none"> Continue with introductions and orientation Introduce operations and procedures. Initiate and develop discussions about role, responsibilities 	<ul style="list-style-type: none"> Continue to address items under “developing into my role” in Induction checklist Review Induction process 	<ul style="list-style-type: none"> Review Induction Process Handover to alternative review and Professional Development processes e.g. probation, DAR Completion of Probationary period (timescales will vary)

How Local Induction may look for person in a new role but not new to that department (perhaps a promotion or “acting up” arrangement)

Day 1 +	Week 1 +	Month 1 +
<ul style="list-style-type: none"> Introduce any unfamiliar operations and procedures Initiate and develop discussions about new role, responsibilities 	<ul style="list-style-type: none"> Continue to address items under “developing into my role” in Induction checklist Review Induction process 	<ul style="list-style-type: none"> Review Induction process Move to alternative review and Professional Development processes e.g. DAR Completion of Probationary period if appropriate (timescales will vary)

How Local Induction may look for person redeployed

Day 1 +	Week 1 +	Month 1 +	Month 2/3 +
<ul style="list-style-type: none"> Initial meeting in accordance with redeployment procedure Introductions Local Orientation 	<ul style="list-style-type: none"> Continue with introductions and orientation Introduce operations and procedures Develop discussions about role, responsibilities and additional support and development requirements to fulfil role 	<ul style="list-style-type: none"> Review meetings at 4 and 8 weeks in accordance with redeployment procedures Continue to address relevant items under “developing into my role” in Induction checklist Review Induction process 	<ul style="list-style-type: none"> Final review meeting at 11 weeks Handover to alternative review and Professional Development processes e.g. DAR

