Staff Induction Framework

1. The purpose of induction

Staff induction enables new employees to adjust to their working environment and the College’s policies and procedures. It helps them to become efficient, motivated members of the organisation as quickly as possible and understand their role in achieving its vision and Strategic Plan. Induction also supports the College’s legal duties (for example, in relation to health and safety, and data protection).

This induction framework delivers four broad themes:

- Welcome
- Orientation
- Job-related induction
- Statutory information/compliance

2. Policy statements

**High quality induction**

The College intends to deliver high quality staff induction. To support this, induction procedures will be regularly evaluated to ensure that they are fit for purpose.

**Induction facilitator**

There will be a named person who is responsible for each new starter’s induction. This may be the line manager or another person identified by the department. This person is known as the induction facilitator.

**Staff Induction event**

New staff are expected to attend the Staff Induction event. At the time of recruitment, staff are booked onto the next available induction date to ensure that this happens as soon as possible after starting employment.

**Supporting induction procedures**

This induction framework supports the health and safety and IT induction processes in addition to the induction of new teaching staff undertaken by the Educational Development Centre.

3. Induction framework

The College operates a five-stage induction framework as follows:

**Pre-arrival**

New starters receive a link to the induction section of the website to enable them to familiarise themselves with the College. Managers receive guidelines on pre-arrival set up and communication with the new starter.

**Local induction**

A new starter induction checklist is completed by the induction facilitator in the first two weeks of employment to ensure that all staff receive the same basic information.
**Self-service** Comprehensive information and links are available on iQuad for new starters to act as a one-stop shop to help them navigate the structure and services of the College.

**Induction events** New starters are invited to attend the Staff Induction events. Other events which may be relevant are the ‘Introduction to Teaching at Royal Holloway’ day and new Heads of Department induction. Training for new managers is also available.

**Evaluation** The induction procedure is evaluated at the end of the first two months to determine its success and make further improvements.

### 4. Roles and responsibilities

For induction to work well, it is essential that everyone is clear on their part in the process.

**New starters** Actively take part in the induction process including attending the Staff Induction event. Provide feedback through the induction evaluation form.

**Induction facilitators** Complete the induction checklist with the new starter within the first two weeks of employment.

**Recruiting managers** Ensure that arrangements for the new starter’s arrival are made in a timely manner and communicated with them. Identify who will act as induction facilitator (whether this will be you or another person). Release staff to attend induction events and essential training.

**Heads of Department** Ensure that managers are following this induction framework. Welcome the new member of staff to the department.

**Human Resources** Provide information and guidance to managers and new starters on iQuad. Invite new starters to Staff Induction.

**Senior management** Support the implementation of this induction framework in the departments and participate in the Staff Induction event where appropriate.

### 5. Further information

For further information about staff induction, please contact the Organisation Development team in Human Resources at orgdev@rhul.ac.uk or 01784 414620.