



## **INDUCTION POLICY**

### **PURPOSE**

UoNSU recognises that having a strong and committed staff team is fundamental to our success as a Union. We want new staff to feel welcome and valued when they join us, and we aim to support them becoming settled and effective in their new role as quickly as possible.

This policy explains our approach for the induction of new staff. We intend that there should be a consistent approach to staff induction across the Union, based on best practice, and which provides a great experience for all new starters.

### **POLICY**

#### **Context**

It's important that newly recruited staff have a positive experience of joining UoNSU, and they feel comfortable and supported as they begin their work with us. Joining a new organisation should be one of the most exciting, motivating and interesting times in a person's career. However, it may also be challenging because of the need to understand a new culture, meet new people, find out how things work and accept new goals. A good induction process can smooth the path, making the new starter feel welcome and supported, and able to make their best contribution as soon as possible. Because of this, we place great importance on providing a thorough and consistent induction for all new starters.

We have produced an induction checklist which line managers will use to ensure a consistent approach. This is to ensure that both the principles and the practicalities of induction are covered.

We will do what we can to help people during induction, but we also expect new staff to be proactive in their own right by making full use of the information and support given. You should feel comfortable and confident about asking questions, building relationships and exploring things for yourself.

#### **Learning and Development**

One of the principles that we're keen to communicate during induction is our approach to learning and development. We begin to talk to applicants about this during the recruitment and selection phases, and this continues once new staff join us. Our ethos is one of continuous learning and development, and we expect staff at all levels in the Union to embrace this from day one. We have a mindset of 'growth' and this applies at an individual level outwards to cover the Union as a whole.

Our vision is one where all staff take part in an ongoing cycle of learning and development. This continues whatever your level and role in the organisation and however long you've been here.

We will make this happen by following our 'Commitment to Learning' standard at appendix 1 and the activities set out in our 'Supporting the Learning Lifecycle' approach at appendix 2.

## **Induction Stages**

These are drawn from the 'Supporting the Learning Lifecycle' approach.

### Appointment and Pre-Arrival

Induction begins before the person starts work with us - it starts as soon as they're appointed and during the run up to their first day. This period is valuable in helping them to understand more about the organisation, their new role and our working culture. It also helps to make their personal transition easier and more comfortable.

During the recruitment process you will have received the following information:

- Job Description/Role Profile and Person Specification
- UoNSU Strategy and structure
- Departmental objectives
- 'Living the Values' guide
- 'Commitment to Learning' standard.

In the time between the confirmation of your job offer and your first day in your new role, you can expect the following to happen:

- A welcome letter from us and a pre-arrival pack containing our people policies and all of your contractual information. You should feel free to ask whatever questions you have during this time.
- Your line manager will call you on the telephone a week before you start to check all's well and to make arrangements to meet you on the first day.
- Your line manager will tell your colleagues about your arrival and identify a buddy who will normally be from outside your team.

### New Starters

When you arrive on your first day, your line manager will be there to welcome you and to introduce you to your colleagues. Some of your colleagues will have lunch with you that day. You will also meet your buddy, who will give you an informal tour of the buildings. Your buddy will be around to support and guide you throughout the first week and thereafter however long you need that relationship to last for – you can feel free to ask them whatever you feel you need to know.

During the first few weeks, the following will take place:

- You will receive an Induction Pack containing key information such as our policies.
- A 1:1 meeting with your line manager to discuss departmental objectives and KPI's.
- A 1:1 meeting with the HR Manager to discuss your key skills and areas for development. It will also cover any mandatory training that is needed for your particular role. This will be summarised in a 'Joiners Audit'.
- 1:1 meetings with your team to help you get to know them and their jobs.
- Attendance at an induction session with other new starters where the CEO will give you an overview of the Union strategy and Values.

These activities are intended to provide you with the opportunity to understand more about your role and how it fits into the Union, to build some important relationships and to begin your learning and development journey with us.

Your line manager has a checklist of induction activities and will make sure they have taken place. You should also feel free to ask for any support you think you need and any questions you'd like answered – these will be welcomed.

#### Early Months and Probationary Period

You will have a specified probationary period when you join us and we intend to support you achieving this successfully. We will use the 'Joiners Audit' information to set some early objectives for you and you will also have an end of year performance review with your line manager to develop more personalised objectives around your role.

If there are any issues during the probationary period, your line manager will discuss them with you and, together, you will agree what needs to happen to address them. Line managers should reference the Probationary Period Procedure during this time and should seek guidance from HR if there are any issues requiring support.

During the first year in your role you can expect to be involved in the following, all aimed at integrating you into the staff team and support you to perform at your best:

- Regular team meetings, briefings and discussions.
- Informal 'on the job' guidance, support and feedback with your line manager and your team.
- A range of learning and development activities.

## **Job Change**

We expect and welcome staff to apply for different roles whilst at UoNSU. We appreciate that there are no set career patterns and people will probably move to many different roles during their working lives. These include promotions, moves to roles at a similar level or at a more junior level. People may also wish to explore secondment or volunteering opportunities elsewhere for a period of time. All of these role changes require effective induction to help you make the transition effectively. Whenever you get a new role at UoNSU, or you return from a secondment, we will support you with an induction plan based on the principles outlined above.

**END**