

Induction Best Practice Guide

HR People and Organisational Development

PEOPLE AND ORGANISATIONAL DEVELOPMENT

University of Huddersfield
Yorkshire roots. Global reach.

Welcome from HR People and Organisational Development

Welcome and congratulations on your new role at our University. We believe a great induction should set the foundation of what you can expect from working here. During your first few weeks you will meet lots of people and hear new terminology. Please don't worry about remembering everything right away, just ask if anything isn't clear. You will find lots going on across our University, with regular updates being communicated to everyone. Look out for events and other things that might interest you.

This *Induction Best Practice Guide* is designed to help you settle into your new role as smoothly as possible and works along with *Your University Induction* and *Academic Induction* (for academic colleagues only).

Line Managers Preparation (Before your new colleague arrives).



- Familiarise yourself with the Induction and Probation Procedures.
- Ensure IT equipment and login information has been requested.
- Reach out to your new colleague to arrange a start time and where to arrive.
- Create your detailed **Service/School's 'Local' Induction Plan**.
- Identify an Induction buddy or mentor.
- Plan for any relevant School/Service/Job Role training
- If the job is identified as requiring health surveillance, further guidance can be found here Health Surveillance Summary Guidance.

Day 1 (Welcome & things to get you started).



- Meet the team(s).
- Take a quick building tour.
- Sort out a Staff ID card from CLS Library Services.
- Check any IT set up and complete DSE checks.
- Diarise meetings, including induction review meetings and probation dates.
- Chat through the bespoke **Service/School's 'Local' Induction Plan**.
- Make time for reading, including any relevant policies and procedures for the role.
- Talk to your line manager about completing a Personal Emergency Evacuation Plan (PEEP), if you think you might need one. Forms and a guidance video can be found here.

Within your first Month (Settling In).



- Meet the Induction buddy.
- If you are interested in receiving the support of a qualified coach or mentor, email: P&OD team.
- Gain a concise overview of job role, job description and key responsibilities.
- Discuss and agree probationary objectives for the role.
- Discuss the team priorities for the year including team and individual objectives.
- Book in future meetings with key people, Services and Departments.
- Start to complete Mandatory eLearning Modules. These must be done within the first 30 days.
- Discuss expectations around the values, behaviours, and culture.
- You might find it useful to plan in daily/weekly reflection time.
- Learn about our 2030 University Strategy Map, and the KPIs that relate to your area.
- Familiarise yourself with the Support for Students Mental Health guidance, even though you may not be student facing, you may come across a student on campus that needs your help.
- Visit the University StaffHub, which has all your up-to-date Huddersfield University news, and useful information.



When will you hear from People and Organisational Development next?

In around 3-months' time, we will send you a short online Induction & Settling In evaluation survey. We would really appreciate if you could complete this so we can use your feedback to either share best practice or make improvements.

Any Other Questions?

You don't have to wait for us to contact you, we hope that you have a fantastic induction experience and enjoy your time working at the University. If you have any questions, please get in touch through MS Teams or email: people@hud.ac.uk.

