**Line Managers Guide to Staff Induction**

The guidelines have been developed to help you with your preparations for staff induction which is designed to address the needs of all new employees of the University.  As these are generic it may be necessary to also refer to your own Institute/Department documents to ensure that all job specific requirements are addressed.

The Guidelines listed below can be found at:

O:\All Staff Documents\Personnel\Induction\Induction Guidelines

* **Induction Checklist** - you do not need to return this form to the HR team but please do let the Training team know who you allocate as mentor.
* **Example Induction Schedule**
* **Welcome email template**  This is designed to address any practical questions that new staff may have prior to joining please feel free to amend the attached example to reflect your local working arrangements
* **Welcome email from Staff Development** This email is for your information so that you are aware of what message new members of your team will receive on their first day to help direct them to the online staff blackboard induction programme.  If you have not already had the opportunity to review the online induction programme on Blackboard I would strongly advise that you try and take a look.  The programme is designed to be easy to dip in and out of and should support your new member of staff as part of their orientation and induction.  Hopefully it will also reduce the list of items that you will need to cover with them during those busy first few days.

Please feel free to contact staff development directly if you would like to discuss your staff induction further.