Dear XXXX,

We are delighted to welcome you to the University of Worcester and would like to take this opportunity to outline what you can expect from your Induction experience as a new member of staff.

During your Induction you will be supported by your line manager, who will arrange a Mentor and Departmental Buddy for you. Where appropriate your line manager will also have produced an Induction schedule, which will include key activities that you will be doing during your Induction Period.

As a starting point, we have provided you with a link to our[Induction pages](https://www2.worc.ac.uk/personnel/705.htm)where you can view the Induction Process and have access to new staff information.

The Online Induction pages are designed to cover frequently asked questions (where can I park, where can I eat) along with some signposting of essential training that you will need to complete during your first month of employment; this includes the [LearnUpon](https://adfs.worc.ac.uk/adfs/ls/idpinitiatedsignon.aspx?RelayState=RPID%3dlearnupon.com%26RelayState%3dhttps%3A%2F%2Fworcester.learnupon.com%2Fsaml%2Fconsumer) Online modules: UCISA Information Security Awareness, Health & Safety, Equality, Diversity and Inclusion in HE and GDPR.

We hope you settle into your new department and environment quickly and have an enjoyable Induction into your new role.

If you ever have any questions related to Training and Development opportunities within the University do not hesitate to contact the HR Training team ([training@worc.ac.uk](mailto:training@worc.ac.uk) )

Kind Regards,

HR Training & Development team