



Quick Guide

To Induction at Essex

Why it matters..

As an employer of choice, the University recognises the importance of every new employee receiving a comprehensive induction programme that enables them to settle into their new job quickly. An effective induction enables the new employee to understand how we do things at Essex and gives them the information and support to perform in their role. It is also a contractual requirement for all new permanent and fixed term employees to complete the induction process to pass their probation period.

What should I do if I am a reporting manager?

To ensure that each induction programme has a positive impact on every new employee, it is vital that the induction process is managed effectively at a local level by the reporting manager. Some key considerations include:

- Welcome the new employee prior to their first day of employment.
- Engage with the Induction checklist for managers.
- Allocate an induction mentor for the new employee prior to their first day.
- Introduce the new employee to the Induction Checklist for new employees on their first day (where possible), and encourage their full engagement with the induction process.
- Allocate a main point of contact to support the new employee with their local induction experience.
- Encourage the new employee to attend the induction networking events where possible.
- Regularly review completion of the induction process and ensure that training has been completed after 6 months of employment.

- Delegate responsibility for the induction experience to a suitable senior colleague if unable to invest significant attention into the induction process.

How it works

An induction at Essex will consist of the following 3 phases:

1. Pre-arrival

- New employee welcomed to the organisation by their reporting manager in advance of their start date.

2. Welcome to Essex

- Access to the [Welcome to Essex](#) Moodle resource.
- Complete the [Induction Checklist](#).
- Complete [Essential Training](#) required for the role.
- Engage in a bespoke local induction.
- Attend induction networking events.
- Attend essential role specific induction events.

3. Regular review

- Manager to have regular conversations related to the induction experience and to confirm that all essential training is completed.

What does a new employee need to do?

- Engage with the induction checklist in a proactive manner.
- Engage with colleagues in their department to identify solutions to queries related to their induction.
- Complete essential induction training related to their role within the first 6 months of employment.

- Book onto and attend induction networking events during the first 6 months of employment.
- Book onto and attend a role specific induction event in the first 6 months of employment (if required).

Resources

- [Welcome to Essex](#) Moodle resource contains all checklists and information to complement an induction at Essex.
- An Induction checklist and Induction Checklist for Managers can also be found on the Welcome to Essex moodle resource.
- The [Essential Training Policy](#) clarifies the training required for all employees and those in specific roles, such as manager or academic roles.
- A range of induction events are scheduled for the following roles: Graduate Laboratory Assistants, Assistant Lecturers, Education and Research Staff, and Managers.
- A rolling programme of 6 monthly induction networking events are scheduled to provide opportunity for colleagues to network with other new colleagues and to gain insights related to the strategic aims of the organisation. These can be booked using HR Organiser.

Top tips for making a new employee feel welcome

- Show them you've been expecting them. Be prepared for their first day and have their workstation and IT prepared beforehand. It can be off-putting if it feels everyone is scrambling around on their first day and they don't have much to do.
- Provide a tour of the office and introduce them to colleagues. A new office can be disorienting, especially when you don't know anyone and you have no idea where anything is. Imagine needing to use the restroom on your first day and not knowing where to go.
- Let your colleagues know that the new employee is starting and what their role will be. It can be disheartening to the employee making them not feel as important from the start.
- Give the new employee a mentor. A mentor gives them someone to confide in and go to for professional and personal advice outside the team
- Ask for their feedback. At some point near the end of their first day, first week, be sure to ask the new employee how they are settling in. Do they have any questions? Was there anything that gave them cause for concern?

- As we are finding ourselves moving into a new way of working, all of these tips are even more important. When you are planning a first day for example, please give consideration to who will also be available to welcome your new team member.

Contact Develop@essex.ac.uk for further support. For more Quick Guides go to the [webpage](#).