

# **Kingston University Induction Policy**

# **Kingston University Induction Policy**

## **1. Introduction**

Kingston University is committed to ensuring that all staff are provided with the relevant knowledge, skills and experience to enable them to perform their work effectively, and to develop their expertise and potential. The University recognises that the induction process is an important tool in facilitating this commitment. This policy aims to clarify the support provided and the responsibilities of all parties in ensuring induction is completed effectively so that all employees begin their work with the University in a positive and supportive environment.

## **2. Scope**

All new employees who are appointed to positions within the University, and those transferred or promoted internally, are deemed 'new' and should receive an appropriate induction programme.

## **3. Purpose of induction**

Induction is the process by which a new employee is integrated into the organisation. The process begins with the first contact with the employee and ends when the person has been fully integrated and completed their probation period. Induction ensures that all employees obtain a good understanding of how the organisation works, including its principles, values and objectives. It ensures that all employees have the knowledge and skills necessary to perform their role in a safe working environment.

New employees have differing levels of knowledge of the University and about the purpose and nature of the job they will do. A programme that identifies the needs of the individuals not only allows the induction to be more effective but gives a new employee the message that the University values them as an individual.

The core content and aims of induction for all employees remain the same. However, it is expected that certain aspects of induction will differ and this will reflect the specific needs and requirements of the individual and their role.

## **4. Guiding principles of induction**

In accordance with the HR strategy, the following principles apply:

- To ensure all new employees have skills and competencies relevant to their role and can apply these in the workplace.
- To support the effective integration of new employees into their new working environment.
- To reduce the risk of employee turnover in the early stages of employment.
- To help create a positive and supportive working environment.

- To help define performance expectations, maintain motivation and identify training and development needs.
- To ensure the University complies with its legal obligations with particular regard to health and safety legislation.

## **5. Responsibilities**

### The University

It is the University's responsibility to provide a framework for supporting appropriate induction.

### The Line Manager

Deans and Heads of Departments are responsible for determining the scope and nature of Induction Programmes for individuals and various employee groups. It is the responsibility of the line manager to ensure that the induction process takes place. This includes ensuring that new employees:

- Have an induction programme arranged
- Are provided with a copy of an induction checklist
- Receive appropriate local information as required in their induction checklist
- Are provided with an understanding of the structure of the School/Service including their own line management structure and reporting arrangements
- Know how to access relevant policies and procedures

### The Individual

It is the joint responsibility of the line manager and individual to ensure all items are covered. This means the individual needs to monitor their checklist and to raise any gaps with their line manager.

## **6. The Induction Checklist**

All employees must be provided with an Induction Checklist on their first day of employment. This will include elements common to all employees.

The Induction Checklist covers all aspects of induction. The employee's line manager must sign off all areas within the first three months.

## **7. Induction Event**

All employees are invited to attend the "Introduction to Kingston University" programme provided by HR which provides a flavour of University life.

## **8. Health and Safety**

Under section 2.2. of the Health and Safety at Work Act, the University is required to provide health and safety training. The "Introduction to Kingston University" event provides access to basic information on health and safety. Additionally, the Health and Safety intranet site offers guidelines, policies and procedures. However, the bulk of training is expected to take place at a local level.

## **9. Review and Ongoing Support**

To ensure the overall induction process has been carried out smoothly, and the new employee has settled into the job and working environment, review meetings are encouraged. This two-way process will inform training and development needs and identify any specific issues which need to be addressed.

Deans and Heads of Departments should periodically monitor the effective delivery of Induction Programmes within their faculty/department.

## **10. Supporting documents and intranet sites**

The following are offered on Sharepoint to support the induction process:

- Guidelines for those responsible for induction
- Induction Checklists -, [General and Professional staff](#)
- Guidelines for induction of Executive and Senior Staff
- [Health and Safety site](#)
- [Probation guidelines](#)

Also reference should be made to local induction handbooks.