Induction
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A well-planned and executed induction should:

- Make new members of staff feel welcome
- Provide an introduction to the College
- Give an insight into other people’s jobs
- Provide essential background information to assist new members of staff with their own work
- Clarify job expectations and initial objectives
Contact the new member of staff to confirm the start date and time, and where and to whom they should report on the first day.

Ensure you are available on the new member of staff’s first day and book time out to dedicate to them.

Prepare an *Induction Pack*.

Arrange a working area with appropriate equipment.

If appropriate, identify an *induction mentor/buddy* to help them through their first weeks at Imperial.
On Their First Day

- Meet with the new member of staff.
- Go through the **Induction Pack**.
- Ensure the first day activities on the **Induction Programme** are completed.
  - Confirm the major components of the job.
  - Complete the Day 1 Safety Induction Checklist.
  - Introduce them to their induction buddy/mentor (if one has been assigned), immediate work colleagues and other key contacts.
  - Collect ID card from Security.
  - Deliver HR & Payroll forms.
  - Ensure that they have registered for network/email access.

- Refer them to the [New Staff web pages](#)