

Onboarding and Induction Guide for Managers

With your new team member confirmed to join us at Imperial, it's time to think about their onboarding and induction.

Our people are at the heart of Imperial, and we couldn't achieve our mission of Science for Humanity without them. A smooth onboarding and induction process is crucial to ensuring they feel welcomed and are set up for success in their new role.

As the new starter's line manager, you are responsible for their onboarding and induction. You may delegate some tasks to your team where appropriate.

Recruitment stage

- Once you have been through the recruitment process and your selected candidate has accepted your verbal offer, you need to complete the [Request to Recruit Form](#) which can be found on the [Recruitment Webpages](#).

Before they start

- **Plan their induction:**
 - It's a great idea to schedule introductory meetings with key team members and stakeholders for their first days.
 - Plan the training they'll need to succeed, including who should deliver it and when. This should include time set aside to complete their [Imperial Essentials Training](#) and attend an [Imperial Insights](#) session to learn more about the university. **It is mandatory that they complete their [fire safety training & awareness e-learning](#) and their [Month One Safety Training](#) in their first month.**
 - Put together an induction pack which could include or signpost to key information on your team, the work you do, your department, our [Imperial Values and Behaviours](#), and [background information about Imperial](#)
- **Keep in touch**
 - They might have questions for you, and you will have important information for them (e.g., arrangements for and what to expect on their first day, useful info before they start) so keep an open line of communication.
 - Reach out to your new starter to confirm their start date and ask about any specific requests or requirements that they would like to discuss in advance
- **Consider the logistics**
 - You may also need to order equipment (e.g., a laptop) for them, decide where they will work, what systems they will need access to, etc. Preparing this ahead of time means they can hit the ground running from day one.

Day one

There are a couple of key things that need to happen on their first day:

- **Right to work check:** If you have not yet been able to, complete a [Right to Work check](#) and complete and submit the [Right to Work Checklist](#) to the [Recruitment Hub](#). This needs to be done on the first day **before any work can commence**. This is a legally binding requirement.
- **Pay information:** Have the new starter complete their [Employee Starter Checklist](#). Check it, and send it along with their contract to your Departmental Finance contact for processing and forwarding to the payroll team. This must be done to ensure your new starter gets paid
- **ID Card:** Take the new starter to the [ID Card office](#) to get their ID card
- **ICT Access:** Check that ICT is working and that they have access to all the systems they need to. They will need to [activate their account](#).
- **Health and Safety:** Complete their [Day One Health and Safety form](#) with them.
- **Office Tour:** If they are on campus, it is a good idea to take them on an initial tour of your office space, their department, and campus facilities and social spaces.

It's best not to bombard people with new information on their first day but in addition to the above essential things, you might also want to arrange a brief meeting with immediate team members to break the ice and maybe assign them a buddy/mentor for the team to help them navigate the first few weeks.

Week One

Everyone's induction will look different, but here are some great things to cover:

- During their first week, make sure your staff member has introductory meetings with key team members and stakeholders
- Invite them to any relevant team and department meetings and committees
- Ensure they understand the need to complete [their Imperial Essential's Training](#) and should sign up to an [Imperial Insights](#) session. In particular, direct them to the [fire safety training & awareness e-learning](#) the [Month One Safety Training](#) which they will need to complete in their first month.
- Direct them to the [New Staff webpages](#) for lots of handy information, particularly if they are new to London.
- Have a dedicated 1-2-1 meeting with them to discuss the requirements of the role, what success looks like, and what support they will need. Book in regular 1-2-1s to keep the communication open.
- Discuss the structure of the team, department, and College as a whole so they understand how things work.
- Talk about the [support available for their learning and development](#). If they are line managers, highlight the [tailored support for leaders and managers](#).
- Discuss the support that is available for their wellbeing and work-life balance including [Occupational Health](#), [staff networks](#) and [advise on workplace adjustments](#).
- Give them a tour of campus to explore facilities and understand how to access key amenities e.g. the [library services](#) and [Move Imperial](#)

First 6 months

- Probation review: For most staff, the mid-review will be at 3 months, and the end of probation review at 6 months. For academic staff, this period is 3 years.
- Career Development: Discuss potential career development opportunities and how they can work towards them within the institution.
- Regular Check-ins: Schedule regular check-ins to discuss progress, address any issues, and ensure they are settling in well.