BORDERS

B

COLLEGE

Guidance for Managers

Induction of new Staff

January 2026

1. Introduction

An employee's first impressions of the College has a significant impact on their integration within the team and job satisfaction. Induction is an opportunity for the College to welcome their new starters, help them settle in and ensure they have the knowledge and support they need to perform their role. For an employer, effective induction may also affect employee turnover, absenteeism and employer brand.

2. What is Induction?

Induction is the process through which employees adjust or acclimatise to their new jobs and working environment. As part of this, 'orientation' can be used for events and meetings that new starters attend, and 'socialisation' can describe the way in which new employees build working relationships within their new teams. Some people use the term 'onboarding' to cover the whole process from an individual's contact with the organisation before they formally join, through to understanding the colleges' ways of working and getting up to speed in their role.

The College has a well-considered induction that provides a new employee with a positive experience of the College.

3. The Purpose of Induction

An effective induction ensures that employees integrate well into, and across, the College.

New recruits need to understand the College, the culture, the people, and what's expected of them in their role, so an effective induction will contain multiple, integrated elements. These elements include health and safety information required by law and practical information on the working environment and facilities. The induction should also familiarise the new employee with the college's working arrangements relating to time, location and patterns of flexible/hybrid working, as well as its culture and values. It should also provide information specific to their role.

Alongside an induction, a 'buddy' or coaching and mentoring identified individual can provide support to help new employees settle in, and ensure new starters understand the learning and development opportunities available to them.

4. Who needs an induction programme?

Managers (with guidance from People Services) need to invest time in inducting all new employees. Some groups have specific needs, for example graduate trainees, people returning from career breaks, long-term absence or parental leave, technical specialists, senior appointments and directors.

5. The Benefits of an effective induction programme

Effective induction programmes can benefit both the College and the new employees. For the College, benefits include reducing turnover and absenteeism, and increasing employee commitment and job satisfaction. For employees, a well-designed induction programme enables them to understand more about the College, their role and ways of working, as well as an opportunity to meet new colleagues, learn from them and get up to speed quickly.

6. Responsibility

The induction of a new employee is the line manager's responsibility. The design, development and evaluation of induction policy and programmes is largely the responsibility of People Services.

People Services are most likely the first point of contact the employee has with the College and ensure that important information (such as bank details, right to work documentation, etc) is collected and that the employee knows what to expect from the induction programme.

7. The Induction Process

Our induction processes should cover practical information about College procedures (e.g. building orientation, equality, diversity and inclusion, health, safety, and wellbeing). Induction should also include information about systems and procedures, college strategy and services (such as college values and behaviours), alongside job specific information (e.g. department information, job requirements and objectives), and an introduction, virtual or in-person, to the wider team. This ensures new recruits have something in their diary in the first few days and weeks, and understand where their role fits and how they can work with others. It's also a good opportunity to share details of employee network groups and social media platforms and college initiatives that they can get involved with.

8. What to avoid

*   Providing too much, too soon – the inductee must not be overwhelmed by a mass of information, especially on the first day.
*   Pitching presentations at an inappropriate level - where possible, presentations should be tailored to take into account prior knowledge of new employees.
*   People Services rather than local managers providing all the information - it should be a shared process.
*   Creating an induction programme which generates unreasonable expectations by overselling the job.
*   Creating an induction programme that focuses only on administration and compliance but does not reflect college values.

9. Induction essentials checklist

Regardless of the format of induction, it's important to provide practical information on areas of compliance and college policy. Induction shouldn't be treated as a 'tick box' exercise, but there are some areas where there are essential information modules that require to be completed – for example, cyber security, data protection and safeguarding.

The list below outlines the key information that must be included in an induction process alongside meetings with colleagues and managers.

Prior to new staff member starting

- Manager to arrange appointments with key staff, depending on job role, this may include IT, E-Learning, Health & Safety Manager, Line Manager, staff team, PDA Delivery Lecturer/Mentor.

Pre-employment (People Services)

- Joining instructions
- Proof of the legal right to work in the country
- New starter forms (enabling the set-up of bank account details and eligible benefits from day one)
- Conditions of employment
- College information through the web site

Day one

- Line Manager should be available to meet the new staff member (face to face if possible)
- Complete Welcome Day online information
- On-site health and safety (An appointment should be made by the line manager with the Health and Safety Manager on or very near to day one)
    - Emergency Exits
    - Evacuation Procedures
    - First Aid Facilities
    - Health and Safety Policy
    - Accident reporting
    - Protective clothing
    - Specific Hazards
    - Policy on Smoking

Week 1 to month 6

Completion of Essential Modules

• Week 1 – Equalities, Data Protection, Safeguarding, Malpractice for Lecturers
• Agree a timeline for the completion of all other modules within 6 months

All workplaces compliance

• Security procedures
• Confidentiality
• Training such as data protection, safeguarding

Facilities and IT, as appropriate

• Site map - canteen, first aid post, etc
• Guided tour of the on-site workplace and explanation of local procedures
• Telephone and computer system information
• Security pass
• Car park pass
• Opening hours
• Remote / flexible working tools and access to work systems, including relevant file sharing and communication tools

College information

• College background
• College chart - global / departmental
• College strategy
• Products and services
• Quality systems
• Customer care policy

Culture and values

• Mission statement
• Employer brand

Benefits and policies

- Pay - payment date and method
- Tax and national insurance
- Workplace / stakeholder pension schemes
- Other benefits
- Expenses and expense claims
- Working time, including hours, flexi-time, and arrangements for breaks
- Holidays, special leave
- Probation period
- Inclusion and diversity policies
- Wellbeing strategy, including absence / sickness procedure
- Internet, intranet, email and social media policies
- Performance management system
- Discipline procedure
- Grievance procedures

Role-specific information

- Clear outline of the job / role requirements
- Introduction to the team and ways of working
- Meeting with key senior employees (either face-to-face, or via technology)
- College orientation; explanation of how the employee fits into the team and how their role fits with the overall strategy and goals

Learning and development

- Development opportunities and in-house courses
- CPD and Personal Development Plan
- Career management
- If required, arrangement can be made for the new lecturer to meet with and spend time with the PDA Delivery Lecturer. This should be arranged within the first month of employment if necessary, for those staff who are new to a lecturing role