Induction Planning

## Role of the Manager

As the hiring manager, you are responsible for ensuring your new team member’s induction is as organised, welcoming and positive as possible. There is a lot for a new starter to get their head around when joining a new organisation so make sure you are available to them especially over the first few weeks.

Induction at Unitec is more than just completing a list of tasks. Experiencing the ‘way we do things’ first hand and making connections across the campus is the key to a sense of belonging and a big part of your role is supporting your team member by allowing time for them to get involved.

## Pre-Start Communication

In addition to completing the various onboarding set-up tasks for your new starter, you might like to make contact before they begin. This could be as simple as a phone call to let them know you are looking forward to their arrival and making arrangements for when and where to meet when they arrive.

## Assigning a ‘Buddy’

As the hiring manager, you are responsible for ensuring your new team member’s induction is as organised, welcoming and positive as possible. There is a lot for

## Unitec Induction

A number of Unitec wide induction activities are also offered and your new team member will receive a ‘[Welcome to Unitec](http://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/08/Welcome-to-Unitec-Email-Example.pdf)’ email from the People & Safety team informing them of these, including:

## [Your Induction Overview](https://indd.adobe.com/view/15327baf-d2c8-43b4-ab05-18856b829b22) – an interactive PDF guide to getting started @ Unitec, Health & Safety Induction, Invitation to Staff Powhiri Orientation Event, Invitation to Learning & Induction Plan

## Preparing an Induction Plan

When preparing for the arrival of a new team member, it is helpful to have at least the first week mapped out in advance. This might include any training requirements, setting up meet & greets as well as invitations to any regular team meetings / activities. These will need to be worked around any teaching or other fixed commitments.

Below is an example Week 1 Induction Plan. While each network/service group will have its own priorities, below are some ideas around activities to include in the first week/s to ensure the new team member has a good understanding of their role, their team and the broader organisation.

## EXAMPLE INDUCTION PLAN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **AM** | **MANAGER:**Meet and greet teamGo over Induction plan, clarify expectations of role, key first week priorities  | **SELF:** Work through online Induction Overview | SELF:Completed Health & Safety Induction and International Code of Practice (*if not already done so*) |  |  |
| **MANAGER/BUDDY:***Find your Bearings*Tour of local work area and broader campus including bathrooms, kitchen facilities, first aid, emergency procedures*Sort the Housekeeping** Staff ID
* Building access
* Car Parking
 | **TEAM:** Welcome and team morning tea | **TEAM:**Scheduled time with Team member | **TEAM:** Scheduled time with Team member |
| **MANAGER:** Complete Health & Safety Induction  | **MANAGER:*** Team Diamond
* Team Kaupapa
* Clarify expectations of role
* Intro Performance Partnering
 | **MANAGER:*** Identify key partners and stakeholders and set up meet & greets
* Identify training / development opportunities
 |  |
| ***LUNCH*** |

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| --- | --- | --- | --- | --- | --- |
| **PM** | **TRAINING:**Get Set up / Familiarise with IT Systems | **SELF:** Work through online Induction Overview | **SELF:** Complete Sustainability Induction | **TEAM:** Scheduled time with Team member | **MANAGER:** Review of week with manager |
| **MANAGER:** Review of first day with manager | **TEAM:** Scheduled time with Team member  | **SELF:** Time in workspace to complete online induction overview. Familiarise with the Nest  |

## WEEK ONE INDUCTION PLAN TEMPLATE

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| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **AM** |   |  |  |  |  |
| **LUNCH** |
| **PM** |  |  |  |  |  |

## ROLE SPECIFIC TRAINING

Your new staff member will work through their [online induction overview](https://indd.adobe.com/view/15327baf-d2c8-43b4-ab05-18856b829b22). This will give them a good understanding of what learning and development opportunities are available to them and they may wish to discuss these further with you. They will also need your guidance to help them identify role specific needs.

We’ve put together the checklist below – by no means exhaustive so please add any other relevant training – and remember this doesn’t all have to be completed in the first few weeks!

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| --- | --- |
| ALL STAFF:[ ]  Staff Powhiri Orientation Event[ ]  Health & Safety Induction [ ]  Treaty of Waitangi / Te Noho Kotahitanga Workshop[ ]  Ally Training[ ]  International Code of Practice | ACADEMIC STAFF:[ ]  New Teacher Induction[ ]  Te Puna Ako Learning, Teaching & eTools Workshops[ ]  Research Professional Development[ ]  Library Services |
| **OTHER:** [ ]  PeopleSoft Financials Purchasing Buyer Training [ ]  PeopleSoft Financials Purchasing Approver (Manager) Training[ ]  PeopleSoft Campus Solutions Fundamentals[ ]  Intranet Training – For staff needing to edit/update the Nest | [ ]  Further IMS Training [ ]  First Aid Training[ ]  Fire Warden Training |

To find out more visit: [The Nest >> Working @ Unitec >> Professional Development](https://thenest.unitec.ac.nz/TheNestWP/working-unitec-2/working-unitec/professional-development/)

## KEY POLICIES RELATED TO ROLE:

There are some key policies that all staff at Unitec need to be familiar with:

|  |  |
| --- | --- |
| 1. [ ]  [Code of Conduct](https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2018/02/Code-of-Conduct.pdf)
2. [ ]  Leave Management Q&As
3. [ ]  Health & Safety Policy
 | 1. [ ]  Electronic Devices and Systems Policy
2. [ ]  Countering Harassment Policy
3. [ ]  Academic Statute
 |

However, there may be other role specific policies you’d would also like your new team member to review. You can make a note of these below.

You can find a full list of policies on the [Nest >> Policy & Procedures](https://thenest.unitec.ac.nz/TheNestWP/policies-and-forms/policies-and-procedures/)

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