



Virtual Inductions – Guidance for Managers

Introduction

Starting a new role can be both exciting and frightening at the same time; imagine how uncertain it must feel when you are starting a new job from your sofa! At this time your role as a manager is critical to the experience that our new starters will have.

This document will outline activities that you, the manager, can undertake to help make the transition as easy as possible. We have compiled our top tips on how to give your new start the best experience we can, your responsibilities and where to find any support you might need.

New Staff Induction – the requirements

New members of staff joining us at this time will still require the opportunity to:

- Understand more about Edinburgh Napier University and how their role contributes to our strategic aims.
- Establish working relationships across the University.
- Bond with others (particularly their team), which will lead to higher commitment to perform well in their role.

What are your responsibilities as the manager of a new start in this virtual world?

- Managers of new staff are to complete the checklist **contained in this document** which will help ensure the new starter experience is a positive one.
- Managers should be aware that there are a number of actions required to be completed in **advance** of the start date of their new member of staff. These are listed in the below checklist.
- All new staff are to complete the checklist via [intranet](#) sent to them in their welcome email.
- All new staff taking up people management roles are also to complete the new managers induction checklist found on the [managers intranet page](#).
- All induction requirements can be found on [induction intranet site](#) please look through this site and adapt what you can for virtual use.

FAQS / Hints + Tips

When should I contact my new starter?

If you've got someone starting in the next few weeks, keep in touch with them on a regular basis in the run up to their start date (every 1-2 weeks). This is an unsettling time for everyone, and they might be quite apprehensive about joining a new workplace without getting to meet anyone! If you need a copy of their contact details, please get in touch with your Talent & Resourcing Consultant.

What equipment do they need?

Does your team member have some equipment they can use from home? E.g. laptop or desktop computer. If they don't, you can speak to IS about procuring one – [see this page](#) for more info.

IS have produced some great support which you can use to help get your new start set up and ready for home working [here](#) – you might have been using this yourself over the last few months.

What should they be doing in their first weeks?

The checklist in the next pages outlines the mandatory activity they should be doing, as well as suggestions on what you might want them to be doing. For example, this is a good time to give them specific reading that they will need to know to do their role e.g. getting familiar with Napier policies and procedures, looking at our intranet sites, reading team / department specific documents.

What should I get my new starter set up on?

IS have a page that can help guide your new start through some of the systems they will need to be set up on [here](#).

Some of the most useful things they might need access or read through over their first couple of weeks as follows:

- [Office 365 – Outlook, Teams, Sharepoint](#)
- [Virtual Desktop](#)
- [Workplace](#)
- [Information Security](#)
- [Your Password](#)
- [Staff Email](#)
- [Staff IT Training](#)

If you have any questions or require further guidance please email Staffdevelopment@napier.ac.uk

Name

Start date of new employee.....

| Manager responsibility | Relevant Links | Date completed | Signature |
|--|--|----------------|-----------|
| BEFORE START DATE | | | |
| <p>Contact your new start as soon as possible before their start date to update them on the university's guidance regarding Covid-19.</p> <p>Answer any questions and concerns they may have. Discuss and agree how you will communicate with each other and the team.</p> | <p>Covid19 response page</p> | | |
| <p>Gain an understanding of the home working equipment your new start has access to. If they can work from home review and discuss the home working guidance on the IS intranet page.</p> | <p>Information services working from home guidance</p> | | |
| <p>Discuss digital skills to understand what training might be required. Contact the Learning and Development Team if there are any development requests.</p> | <p>Learning and Development</p> | | |
| <p>Identify a 'buddy' within the team and agree how communication will work virtually.</p> | <p>The role of a buddy</p> | | |
| <p>Review the staff induction pages and plan a successful induction considering adapting best practice for remote working.</p> | <p>Induction page</p> | | |
| Week One | | | |
| <p>Support them to set up and work remotely. They may not be familiar with that tools the university are using to keep in touch at this time. Allow time for set up and testing.</p> | <p>Working from Home</p> | | |
| <p>Share the link to the university's induction pages.</p> | <p>Induction page</p> | | |
| <p>Work with your new start to plan the first couple of weeks, what tasks do you expect them to complete and how this will work remotely.</p> | | | |
| <p>Don't be afraid to over communicate in this first period - induction processes are designed to have lots of interaction and meetings. Schedule regular and frequent check-ins with them. Make sure they know how and when they can get in contact with you.</p> | <p>N/A</p> | | |
| <p>Advise of all mandatory training and ensuring they start with H&S training.</p> | <ul style="list-style-type: none"> • Accessing Eskillz remotely • Mandatory Training | | |
| <p>It is important for new starters to become a functional member of the team. Start with an online team meeting to enable the new start to meet team members.</p> | | | |

| Week Two | | | |
|---|---|--|--|
| Support your new start with managing their wellbeing. This can be a very uncertain time. Ensure wellbeing is discussed at your check-ins. | Mental Health and Wellbeing | | |
| Ensure your selected 'buddy' is comfortable contacting the new start on a daily basis to answer any informal questions. If the buddy has experience working from home this would be ideal. | | | |
| Set up a virtual call/meeting with the new start and their 'buddy' to get acquainted with another member of the team. There is guidance on what is expected from a buddy on the induction intranet. | Induction page | | |
| Direct new start to University Strategy, Values and Behaviours, Annual Plan and relevant policies and procedures. | <ul style="list-style-type: none"> • Values and Behaviours • Shaping our future • Edinburgh Napier Policies & procedures | | |
| The manager or 'buddy' should talk the new start through HR Connect Self Service. VPN or VDS required to access | HR Connect Self Service | | |
| Week Three and beyond | | | |
| Arrange regular 1:1. | | | |
| Ensure that the new start has tasks they can complete individually as well as with team members, for example involving them in team projects. | | | |
| Ensure Completion of ALL mandatory induction training | Mandatory Training | | |
| From 12 weeks introduce MY Contribution and set initial objectives and discuss development needs. Staff are required to be logged in via VPM or VDS to access HR Connect | <ul style="list-style-type: none"> • My Contribution • HR Connect Self Service • Learning and Development | | |