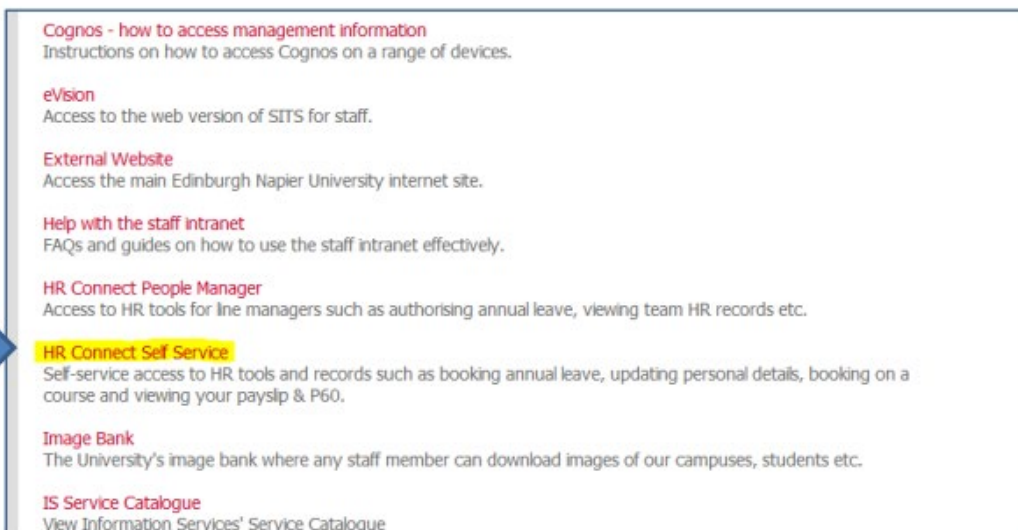
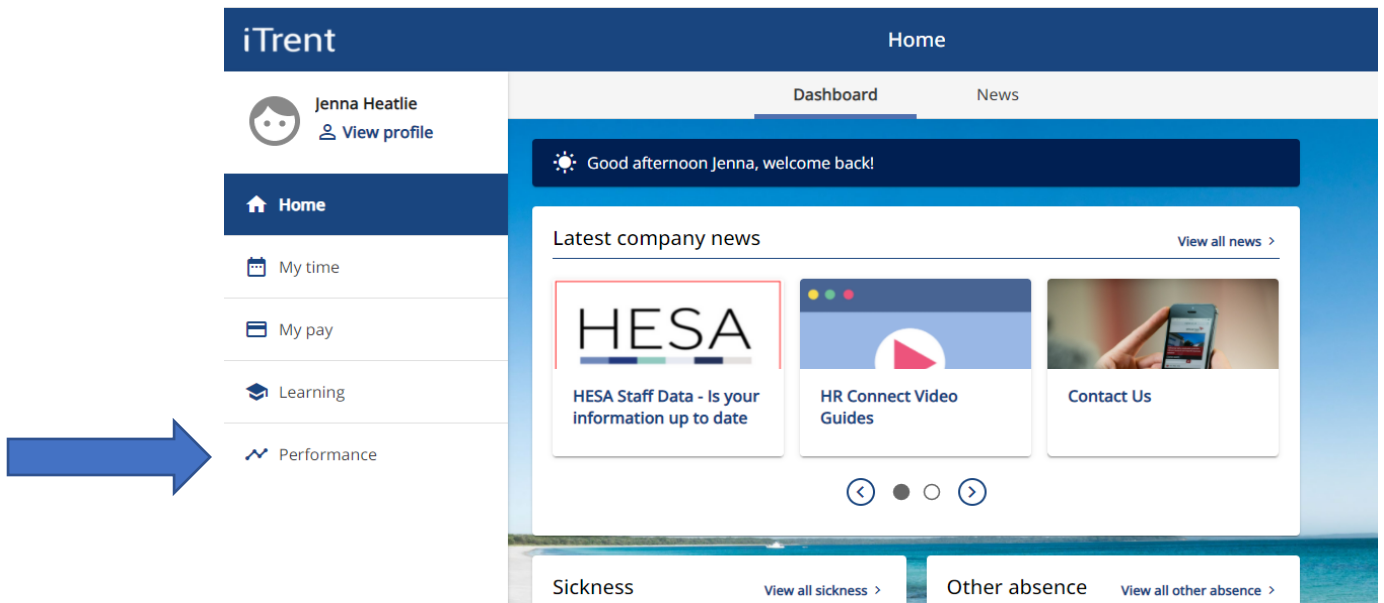


Induction Guidance – March 2022

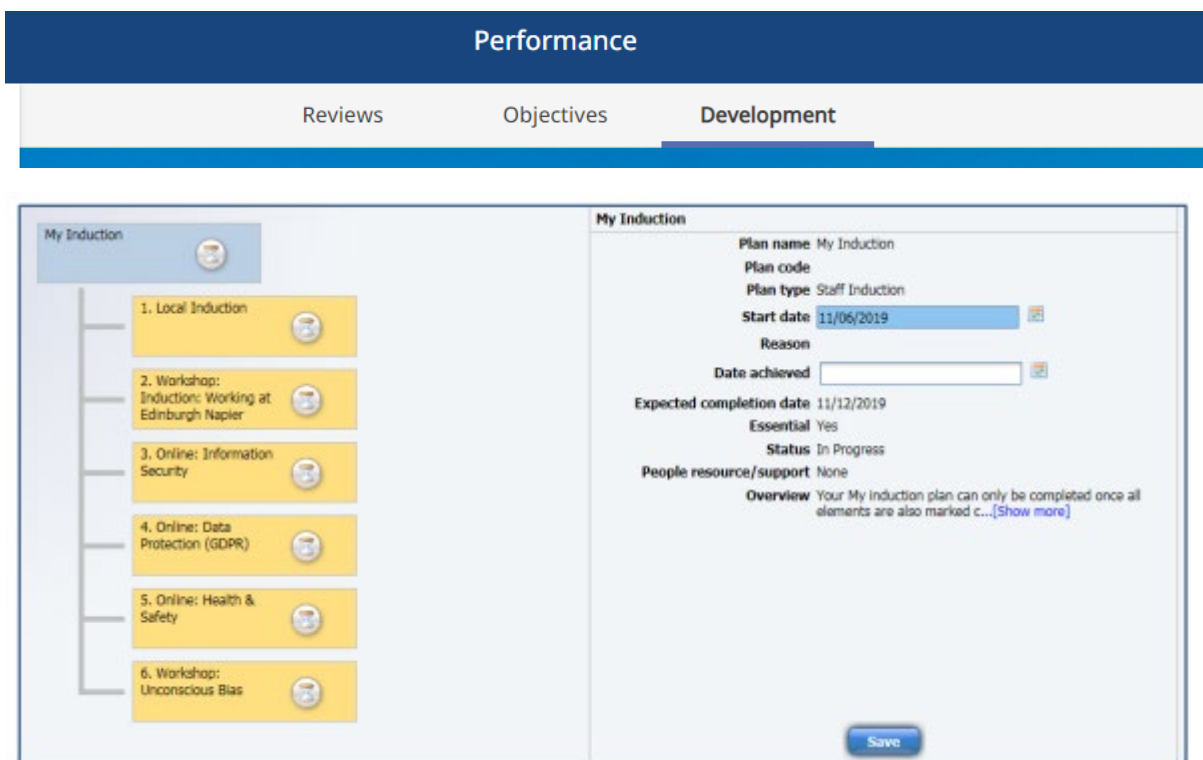
Edinburgh Napier University is committed to providing a quality induction experience for all new staff. In order to show that you have had the support required you will be allocated an induction plan through HR Connect Self Service. This process will enable you to confirm that you have completed the required induction activities, while having a record of this on your staff file. To access the induction plan you need to access HR Connect through the quick links on the staff intranet.



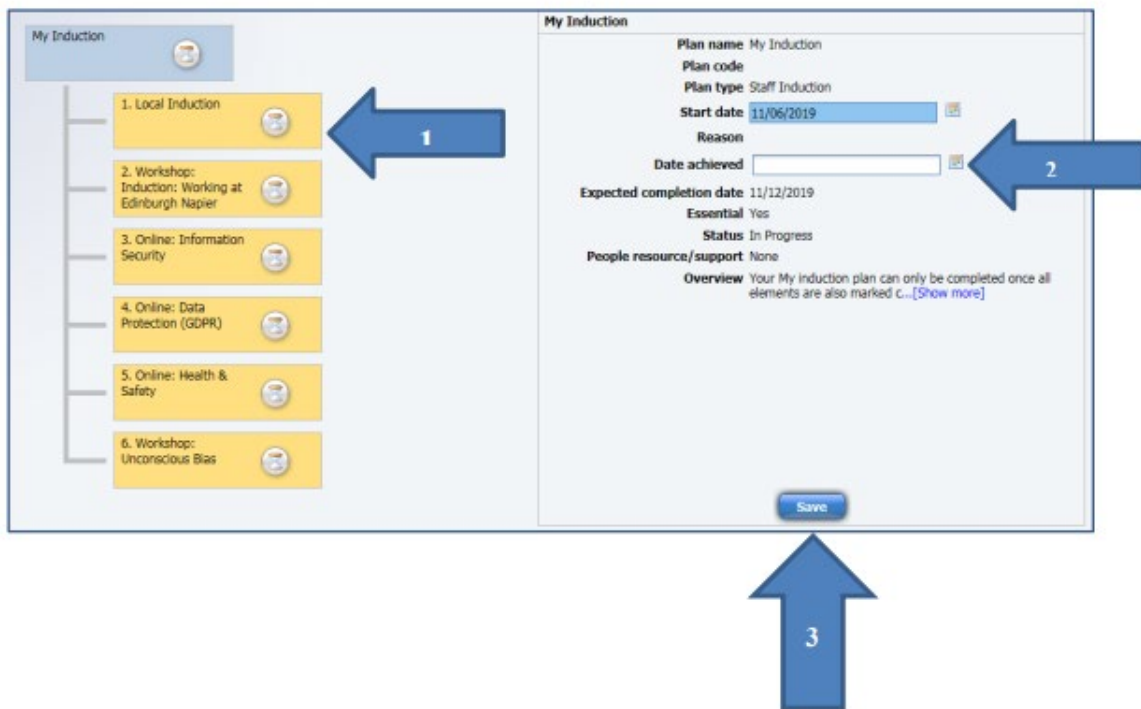
You will be automatically signed into your account. No log on or passwords are required. Once you access HR Connect Self Service. Select 'Performance'



Under the section Performance, you will see a My Induction plan. Select the plan.



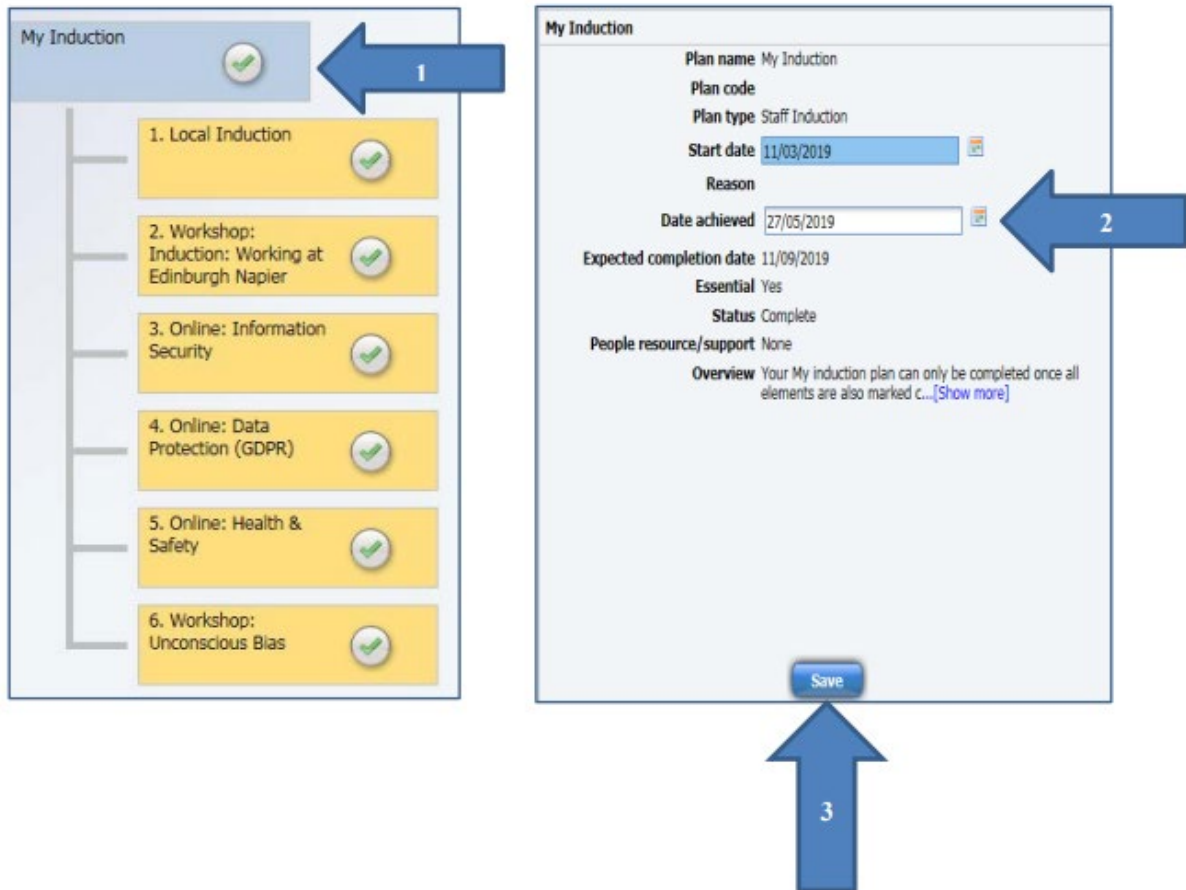
As you complete each induction activity you will be required to insert a date of completion. The system won't do automatically. You will be required to access the plan each time and manually update the date of completion for each step.



Complete the above instructions for each induction activity. Once you select save, a green tick will indicate that the activity is complete.



If all induction activities have a green tick, you can then complete the overall induction plan. This will tell the system that you have completed your induction at Edinburgh Napier. To do this select the My Induction plan tab and insert a completion date. Select save and your My Induction plan will move to green.



If you complete the overall My Induction plan without completing all individual elements the system will know that you are not 100% complete. This will result in reminder emails to you and your manager. If you have and question on completing your plan, please contact staffdevelopment@napier.ac.uk