



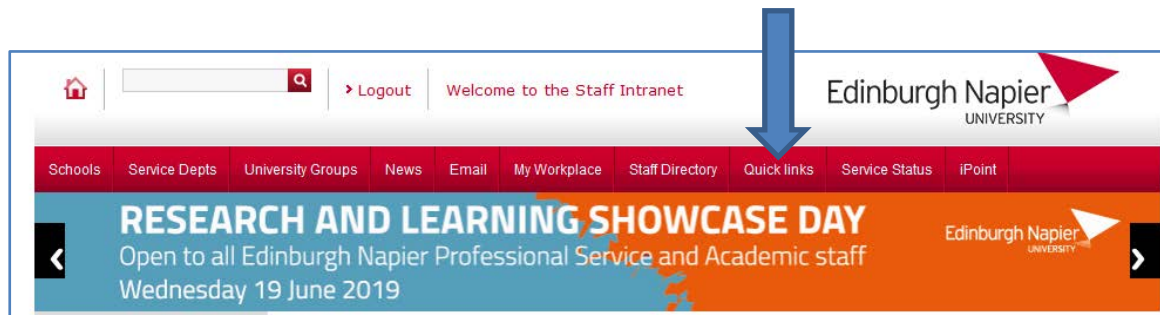
Completing the induction plan

Introduction

Edinburgh Napier University is committed to providing a quality induction experience for all new. In order to evidence 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.



Cognos - how to access management information

Instructions on how to access Cognos on a range of devices.

eVision

Access to the web version of SITS for staff.

External Website

Access the main Edinburgh Napier University internet site.

Help with the staff intranet

FAQs and guides on how to use the staff intranet effectively.

HR Connect People Manager

Access to HR tools for line managers such as authorising annual leave, viewing team HR records etc.

HR Connect Self Service

Self-service access to HR tools and records such as booking annual leave, updating personal details, booking on a course and viewing your payslip & P60.

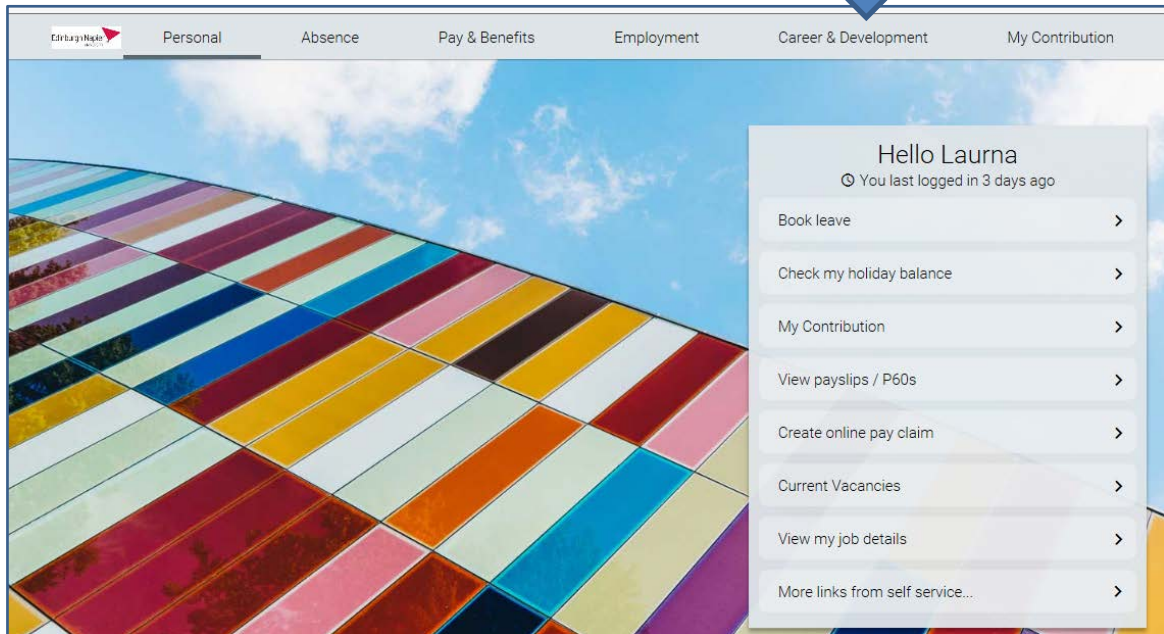
Image Bank

The University's image bank where any staff member can download images of our campuses, students etc.

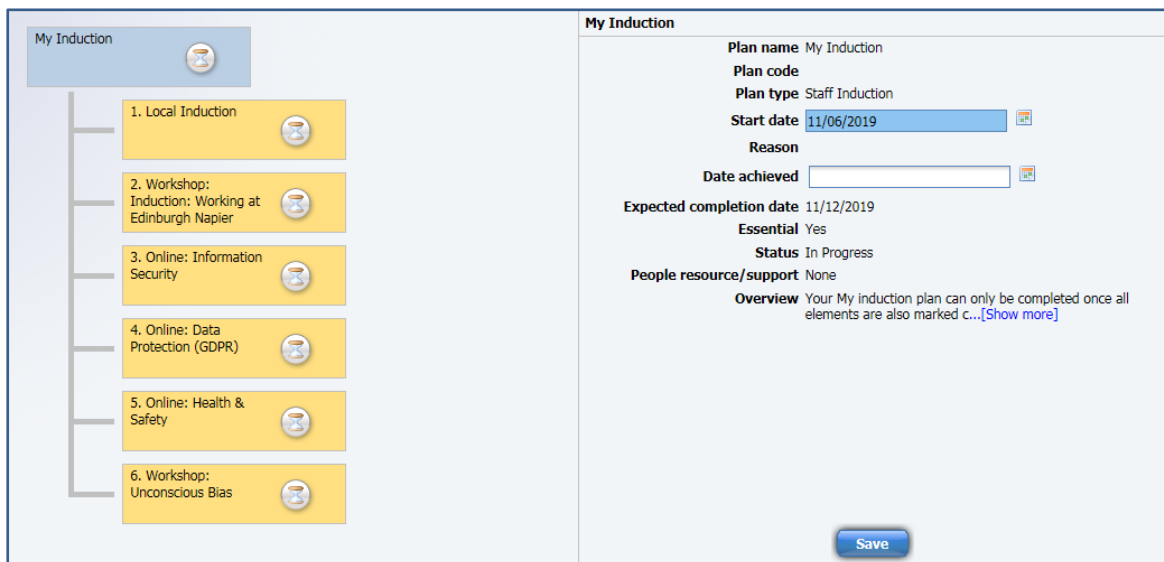
IS Service Catalogue

View Information Services' Service Catalogue

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



Under the section Development plans. 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.

The screenshot shows the 'My Induction' interface. On the left, a list of six induction activities is displayed, each with a clock icon. A blue arrow labeled '1' points to the first activity, '1. Local Induction'. On the right, a detailed view of the 'My Induction' plan is shown. It includes fields for 'Plan name', 'Plan code', 'Plan type', 'Start date' (11/06/2019), 'Reason', 'Date achieved' (empty), 'Expected completion date' (11/12/2019), 'Essential' (Yes), 'Status' (In Progress), and 'People resource/support' (None). A blue arrow labeled '2' points to the 'Date achieved' field. At the bottom of the detailed view, a 'Save' button is visible, with a blue arrow labeled '3' pointing to it.

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

The screenshot shows the 'My Induction' interface with all six activities completed. Each activity box now contains a green checkmark icon, indicating completion. The activities are: 1. Local Induction, 2. Workshop: Induction: Working at Edinburgh Napier, 3. Online: Information Security, 4. Online: Data Protection (GDPR), 5. Online: Health & Safety, and 6. Workshop: Unconscious Bias.

If all induction activities have a green tick you can then complete the over all 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.

The image shows two screenshots of a web application interface. The left screenshot, labeled '1', shows a 'My Induction' tab with a green checkmark icon. Below it is a list of six induction activities, each with a green checkmark: 1. Local Induction, 2. Workshop: Induction: Working at Edinburgh Napier, 3. Online: Information Security, 4. Online: Data Protection (GDPR), 5. Online: Health & Safety, and 6. Workshop: Unconscious Bias. The right screenshot, labeled '2', shows the 'My Induction' plan details. It includes fields for Plan name (My Induction), Plan code, Plan type (Staff Induction), Start date (11/03/2019), Reason, Date achieved (27/05/2019), Expected completion date (11/09/2019), Essential (Yes), Status (Complete), and People resource/support (None). An overview message states: 'Your My induction plan can only be completed once all elements are also marked c...[Show more]'. A 'Save' button is located at the bottom of the plan details, with an arrow labeled '3' pointing to it.

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 an questions on completing your plan please contact <mailto:Staffdevelopment@napier.ac.uk>

If you have other questions there is a frequently asked questions document on the [Induction intranet site](#)