

**Induction Guidance & New Starter Checklist**

**Introduction**

This document provides induction guidance to be followed when a new starter begins with LSE, ‘the School’. The induction within the School has three main objectives:

* To ensure that all administrative processes are completed efficiently
* To help employees start with a positive impression of the School and understand how they fit into the wider LSE community
* To ensure that the School receives the benefit of well-trained and motivated members of staff

This document will detail the responsibilities and tasks to be undertaken together with a checklist (see New Starter Checklist below) which must be completed and signed by the line manager and new starter.

**Line Manager Responsibilities**

Line managers need to ensure that they have a consistent and fair approach when inducting new employees. In particular, the line manager needs to ensure that:

* An employee on-boarding form confirming all necessary information is completed and sent to the relevant HR Administrator as soon as the verbal offer has been made
* Relevant new starter information has been sent to Data and Technology Services (DTS) / Central Badging Office prior the start date
* The new starter is added to any local systems specifically related to the role they are starting
* The new starter demonstrates their right to work in the UK before, or no later than 9:30am on their first day of employment
* If applicable, discuss with the new starter how blended working applies to their service area and role in accordance with the [Blended Working Framework for Service Areas.](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/blenworfra.pdf)

**New Starter’s Responsibilities**

The new starter is expected to demonstrate their right to work in UK before, or no later than 9:30am on their first day of employment.

The new starter is to work with their line manager through the New Stater Checklist, ensuring compliance with all essential requirements and gaining information necessary to contribute effectively to the work of their team and the School as a whole.

**Ways of Working**

The School supports a blended approach to working, where possible, which gives employees and managers more options over where and when work is undertaken.

Manager and new starter should discuss options and come to an agreement based on: i) business need and ii) personal preference of staff. Future information about the School’s approach to blended working can be found in the [Blended Working Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/blenworpol.pdf).

Managers should be mindful of equality considerations when considering how blended approaches to working functions in their teams. In addition, the School will periodically gather feedback from staff (including surveys) about their experience of blended working, so that any potential issues in terms of staff access to blended working can be identified and addressed.

**New Starter Checklist Guidance**

The New Starter Checklist should be completed by the line manager and the new starter within 3 months of starting employment at the School.

The checklist is designed to ensure that new staff become familiar with the Team / Service Area / School and begin to operate effectively in their role as soon as possible.

The checklist should be used as a framework for the line manager to produce an induction programme that reflects local arrangements and any particular support required for the role. Should there be any immediate learning and development requirements in order for the individual to effectively complete aspects of their role, it is important that these are agreed and arranged promptly.

The timescales indicated on the checklist for each topic are notional, although it is anticipated that most of the topics will be covered within the timeframe specified. It is recognised, however, that the timescale may vary from post to post and person to person.

It is the line manager’s responsibility to provide clarification, and ensure the understanding, of any process / policy / guidance included in the checklist.

**Blended working**

If the new starter will be working in a blended way, line manager needs to agree blended working arrangements as soon as possible and make suitable preparations in alignment with the checklist. This includes ensuring that the new starter has all relevant technology and associated training to support blended working.

It is essential for the new starter to know about all the relevant systems and processes available to support blended working (desk booking system, meeting room booking, allocated team days, etc.).

**Additional Resources**

Additional resources, policies and guidance are available to support the new starter induction:

* [LSE 2030](https://www.lse.ac.uk/2030)
* [LSE Staff](https://info.lse.ac.uk/staff/) webpage
* [New Starter Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/LSE-New-Starter-Guide.pdf)
* [LSE Staff Networks](https://info.lse.ac.uk/staff/divisions/equity-diversity-and-inclusion/Staff-networks/)
* [Staff Benefits](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Staff-Benefits)
* [Staff Wellbeing](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Staff-Wellbeing)
* [Effective Behaviours Framework](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Effective-Behaviours-Framework-FWOW-revised-July-2021.pdf)
* [LSE Policies and Procedures](https://info.lse.ac.uk/staff/services/Policies-and-procedures)
* [Blended Working Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/blenworpol.pdf)
* [Blended Working Framework](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/blenworfra.pdf)

At the conclusion of the induction process, the checklist needs to be signed by the new employee and the line manager to signify that the process has been completed.

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### NEW STARTER CHECKLIST

**NAME OF EMPLOYEE:**

**JOB TITLE:**

**TEAM:**

**DATE OF APPOINTMENT:**

|  |  |  |
| --- | --- | --- |
| **BEFORE STARTING – Line Manager responsibilities**  | **On site**  | **Blended**  |
| *Contact employee to confirm:** start date and time
* how they should report
* working hours
* if there are any special requirements
 | [ ]  | [ ]  |
| Complete candidate checklist 24 hours after the verbal job offer has been made |[ ] [ ]
| Complete Central Badging Office and DTS Access Requirement joint form |[ ] [ ]
| Attendance at [Flying Start Induction](https://apps.lse.ac.uk/training-system/home/search?textFilter=flying+start&roleName=ALL_ROLES&trainingProviderId=&fromDate=date.struct&fromDate_day=&fromDate_month=&fromDate_year=&fromDate_datepicker=&toDate=date.struct&toDate_day=&toDate_month=&toDate_year=&toDate_datepicker=) / [Academic Induction](https://info.lse.ac.uk/staff/divisions/Eden-Centre/Eden-events-and-programmes/Inductions-for-academics-and-GTAs-at-LSE) booked | [ ]  | [ ]  |
| Confirm what technology/equipment is needed for employee to start work  | [ ]  | [ ]  |
| P Drive/Additional Inbox and access requested and arranged for start date  | [ ]  | [ ]  |
| Notify Service Area of employee starting  |[ ] [ ]
| Check with HR Administrators team that arrangements are in place for a Right to Work check to be undertaken  |[ ] [ ]

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| --- | --- | --- |
| **FIRST DAY** | **On site** |  **Blended** |
| Ensure that right to work in UK is demonstrated to HR on the first day of employment by no later than 9:30am. | [ ]  | [ ]  |
| PC / Laptop / phone and other essential equipment ready for first day | [ ]  | [ ]  |
| **Initial virtual meeting with Line Manager to include*** Explanation of Job Description/Purpose of job
* Explanation of Team structure
* [Procedure for reporting sickness absence](http://www.lse.ac.uk/intranet/staff/humanResources/changingCircumstancesMovingOn/absence/sicknessAbsenceProcedures.aspx)
* [Annual leave procedures & entitlement](http://www.lse.ac.uk/intranet/staff/humanResources/reviewingAndRewarding/leave/annualLeave/annualLeave.aspx)
* [MyView](https://info.lse.ac.uk/staff/divisions/Human-Resources/HR-information-systems/MyView)
* Lunch break arrangements
* Working hours/flexible working arrangements
* Discuss (virtual) meeting etiquette
 | [ ]  | [ ]  |
| **Introduction to blended way of working*** Desk booking system
* Blended Working Policy
* Blended Working Framework
 | n/a | [ ]  |
| Introduction to immediate colleagues and tour of immediate working area  |[ ] [ ]
| Introduction to wider DDCI and working arrangements explained  |[ ] [ ]

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| **TO BE COMPLETED DURING THE FIRST WEEK** | **On site** |  **Blended** |
| Collect Staff ID Card from Estates Badging Office (Ground Floor, Old Building)  |[ ]  **??** |
| Attend IT access at Walk-In Centre (1st Floor, Library) to collect network account login details and any key fobs |[ ]  n/a |
| Campus tour  |[ ]  n/a |
| Locker system explained  | **??** |[ ]
| Location of toilets and kitchen facilities |[ ]  n/a |
| Entrances/exits (plus emergency exits) |[ ]  n/a |
| Building security and out of hours working arrangements |[ ] [ ]
| **Health & Safety** |  |  |
| Emergency evacuation procedures explained |[ ]  n/a |
| Emergency contacts |[ ] [ ]
| Procedure for reporting accidents |[ ] [ ]
| **Learning and Development** |  |  |
| Overview of [Organisational Learning](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning) / [Atlas Programme](https://info.lse.ac.uk/staff/divisions/Eden-Centre/Eden-events-and-programmes/Atlas) training courses available and how to book on via [TDS booking system](https://apps.lse.ac.uk/training-system/userBooking/course/7338786)  | [ ]  | [ ]  |
| Completion of [online E&D Training](http://www.lse.ac.uk/intranet/staff/humanResources/learningAndDevelopment/Equity-Diversity-and-Inclusion.aspx)  | [ ]  | [ ]  |
| Completion of online [Ethics Code Training](https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-training) | [ ]  | [ ]  |
| Completion of [GDPR training](https://moodle.lse.ac.uk/mod/lesson/view.php?id=552923&pageid=2701) | [ ]  | [ ]  |
| Completion of online [Health & Safety and Fire safety Training](https://info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Health-and-Safety/Cardinus-eLearning-and-Assessment) | [ ]  | [ ]  |
| [CDR process](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Career-Development-Review) explained and meeting dates set up | [ ]  | [ ]  |
| If applicable, complete training on Desk Booking System  | n/a | [ ]  |
| If applicable, complete Home Working Assessment ([Cardinus online training](https://info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Health-and-Safety/Cardinus-eLearning-and-Assessment)) | n/a | [ ]  |
| Any other job specific learning and development identified (managers should use this section to add any role/team related training relevant to the new starter): | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

*Employee full name (BLOCK CAPITALS) Signature of employee*

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

*Line Manager full name (BLOCK CAPITALS) Signature of Line Manager*