**MONTH 1 – INDUCTION CHECKLIST**

|  |  |
| --- | --- |
| The basics | Complete? |
| Ensure they understand work practices, policies and behaviours; in particular – ethics code, health and safety, incident reporting, safeguarding, data protection |  |
| Highlight (if not already done):  - [Pension](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Pensions)  - [benefits webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Staff-Benefits)  - Travel benefits such as the [Cyclescheme](https://info.lse.ac.uk/staff/divisions/Finance-Division/payroll/cyclescheme) and [Season Ticket Loan](https://info.lse.ac.uk/staff/divisions/Finance-Division/payroll/Season-ticket-loans) |  |
| Ensure your new starter is on the way to completing their School eLearning:  [Ethics training module](https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-training)  [EDI training module](https://lse.astute-elearning.com/Content/LXP/LearnerHome.aspx)  [Health and Safety workstation training and risk assessments](https://info.lse.ac.uk/staff/divisions/Risk-and-Compliance-Unit/Health-and-Safety/Health-and-Safety-Training) [Cyber Security Awareness](https://moodle.lse.ac.uk/login/index.php)  [Introduction to Sustainability module](https://moodle.lse.ac.uk/login/index.php) |  |
| Ensure that your new starter understands business continuity and the actions they need to take to ensure this is covered |  |
| Discuss annual staff events and the social aspects of the School; e.g. networks, clubs, sports groups, LSE tree, VIP Awards etc. |  |
| Ensure your new starter is comfortable with blended Working is at LSE. You can share guidance on:  - [Having Effective Meetings in a Hybrid World](https://info.lse.ac.uk/staff/future-ways-of-working/Hybrid-Meetings)  - [Ways of Working in our Shared Spaces](https://info.lse.ac.uk/staff/future-ways-of-working/Making-the-most-out-of-our-collaborative-workspaces) |  |
| Developing in role |  |
| Continue to build their knowledge and understanding of their role, and share further information on relevant products, services, systems and processes |  |
| Set meaningful objectives to be achieved by the end of the review period and explain how performance will be assessed |  |
| Book in dates for the interim review meeting (Month 3 for bands 1-7) and end of Review meeting (Month 6 for bands 1-7) |  |
| Continue to introduce the new starter to key stakeholders across the organisation (either face-to-face, or using technology) |  |
| Help the new starter understand the big picture – explain the strategy, challenges we face and how your area fits into the school |  |
| Continue with regular check-ins to discuss how the new starter is adjusting to the role, if they need any additional support or development opportunities and what you can do as a manager to support them through the induction process |  |
| Encourage your new starter to share any issues, concerns and feedback |  |
| Learning and development |  |
| Ensure the new starter is booked onto any required face-to-face or facilitated online training modules |  |
| Continue supporting the new starter through the local  induction, and plan any role specific training |  |
| Discuss other learning needs, this could include mentoring, job shadowing or coaching; support in arranging these if desired |  |
| Pull together a longer-term learning and development action plan for your new starter to work through |  |
| Wellbeing |  |
| Discuss ways your new starter can ensure a healthy work life balance, and find  out what support they might need for their wellbeing at work |  |
| Signpost your new starter to sources of [wellbeing](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Staff-Wellbeing) and [mental health support](https://info.lse.ac.uk/staff/wellbeing/Mental-wellbeing): Our [Employee Assistance Programme](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Employee-Assistance-Programme) – a free confidential 24-hour helpline |  |
| Staff manager additions |  |
| If your new starter is a staff manager, make sure your new starter is aware of key management policies and procedures  [Recruiting a new member of staff](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/recSelPolPro.pdf)  [Flexible working and working hours](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/fleWorPolPro.pdf)  [Performance procedures](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/capPerPolPSSSta.pdf), [CDR](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/CDR-Toolkit/CDR-Toolkit), [disciplinaries](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/disPolProSerSta.pdf) [Capability Performance](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/capPerPolPSSSta.pdf), [Capability Health](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/capHeaProAcaSupSta.pdf) and [Grievance](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/griPolProAcaSupSta.pdf) |  |