**Induction Guidance & New Starter Checklist**

Welcome to LSE. Congratulations on your appointment and a very warm welcome to our School.

This guide is to support you through your first months at the school and make sure you have a flying start into your new role. The guide outlines everything to expect, when to expect it and the key sources of information you might need during your first months in your new role.

This guide only focuses on your induction, so to find out everything you need to know as a new starter, check out the [New Starter Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/OLL/New-Starter-Guide-July-2022.pdf) once you have access to your LSE IT account. The new starter guide covers lots of useful things such as staff benefits. Wellbeing support, pension, the campus and staff networks. Useful information can also be found on our [welcome for new staff webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Welcome-for-New-Staff).

The guide is broken into sections, things to know and do; before your first day, on your first day, in week one, in month one, by the end of month three and by the end of month six. We would strongly encourage you to work through this checklist with your line manager over the next six months.

If you have questions or are unsure about anything, talk to your line manager or the Organisational Learning team are here to support at hr.learning@lse.ac.uk

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.

|  |
| --- |
| Before your first day |

You should expect your **line manager** to:

□ Keep in contact with you as you move toward your start date. Confirm your start data and time, where to go on your first day, your working hours and any special requirements.

□ Discuss any reasonable adjustments or requirements with you.

□ Discuss and agree blended ways of working.

□ Send any background reading and useful information (i.e. enewsletters, ‘how to’ guides, strategy documents, org charts, School videos).

□ Send communication to your new team, appropriate managers and others in the division, department or centre etc. announcing your start date and role.

□ Where possible, plan an opportunity for you to meet the team.

□ Discuss your IT equipment needs.

□ Make sure you have access to the [New Starter Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/OLL/New-Starter-Guide-July-2022.pdf) .

**You** should:

□ Make sure that your right to work checks have been or will be completed before 9:30 on the first day.

|  |
| --- |
| Day one |

Once you arrive at LSE, you will get both a school and a team/local induction. The school induction will cover our policies, our strategy and our structure. It will include some learning modules that everyone joining the school should complete.

Your local induction will cover the practical aspects of your role, your team and your location. Your local induction will likely last well into your first six months.

In this section, there is space for you to keep notes of all the things you find out and get told. You’ll get a lot of information on your first day, so make sure you note it down here so you can refer back to it.

|  |  |
| --- | --- |
| On your first day, make sure you find out:  | Notes  |
| Your working hours, including any expected core working hours |  |
| The process for lunches/breaks |  |
| What systems you should have access to |  |
| Sickness, absence, and holiday procedures |  |
| Ways of working (e.g. team meetings, 1-1s, team communication channels, on campus days etc.) |  |
| Where to get tea/coffee or put your lunch |  |
| When the fire alarm test occurs |  |
| First aid and evacuation assembly points |  |
| Toilet location |  |
| Where to send/receive post |  |
| Where to get stationery from |  |
| How to create an email signature |  |
| How to connect to the printer |  |
| Use of personal smart phones, and internet browsing policies |  |
| How to setup/login remotely |  |
| How to book desks, workspaces and meeting rooms |  |
| Building security and out of hours working arrangements |  |
| The Locker system  |  |

On your first day you can also expect:

□ To go through the health and safety procedures relevant to your role and workplace.

□ To check essential admin has been completed (e.g. contracts, health and safety information, payroll forms, emergency contacts).

□ To get set up on any systems you require.

□ To be introduced to your colleagues; this could be via email, in person or virtually over Zoom or Teams.

□ To go through the first week schedule of induction activities.

Your manager will likely also set you up with a buddy. Your buddy will be one of your colleagues who will support you through your first months, will share their knowledge and experience about the school and the team and to whom you can go with questions.

On your first day you may start some of your school induction. Things to be completed in your first weeks are our standard eLearning modules for all staff, consisting of:

√ [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)

There are certain things that everyone who joins LSE needs to know and these induction e-learning modules are strongly advised for all new starters. The e-learning will take about 3-4 hours to complete, but you can do this in bite sized pieces, and you don’t need to get all done in your first week.

|  |
| --- |
| Week one |

In this section, you can check things off as they happen and as you get them done.

|  |  |
| --- | --- |
| In week one you should expect your manager to:  | Complete? |
| Go over the role in more detail and help you understand your role profile, what your work will entail and your specific responsibilities |[x]
| Begin to allocate appropriate tasks for you to undertake |[ ]
| Plan in regular catchups to check how you are settling in and to define your objectives |[ ]
| Plan in 1-1s and catch ups going forward |[ ]
| Add you to team meeting invites |[ ]
| Send an introduction email to people in the wider organisation who you may have contact with and help you set up any relevant meetings |[ ]
| Send invites to any relevant briefings or meetings you need to attend (i.e. team meetings, divisional briefings) |[x]
| Provide key contact information (helpful contacts, useful phone numbers, links) |[ ]
| Run through the internal comms processes (updates, newsletters, briefings, team meetings) |[ ]
| Discuss any short-term learning needs and begin the local induction |[ ]
| Provide an 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)  |[ ]
| Explain the [CDR process](https://info.lse.ac.uk/staff/divisions/Human-Resources/Review-reward-and-promotion/Career-Development-Review) and set up meeting dates |[ ]
| Make sure you have access to and have understood [the terms and conditions](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Terms-and-conditions/19-0767-Terms-and-conditions-booklet-5-280-V3.pdf), practices, policies, and procedures of working at LSE:  |  |
| - [Ethics code](https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Ethics/Ethics-Code) |[ ]
| - [Annual leave](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide) |[ ]
| - Sickness and absence |[ ]
| - Data protection |[ ]
| - [Health and safety](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/heaSaf.pdf) |[ ]
| - Review period |[ ]
| - [Flexible working](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/fleWorPolPro.pdf) |[ ]
| - Anti-harassment policies at LSE, i.e. [Discrimination, Harassment and Bullying Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harPol.pdf), [Sexual Harassment & Sexual Violence Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harVioPol.pdf) |[x]
| The core HR policies: [Disciplinary](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), [Grievance](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/griPolProAcaSupSta.pdf). |[ ]
| Specific wellbeing-related resources, including [Staff Counselling](https://info.lse.ac.uk/staff/services/staff-counselling), [EAP](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Employee-Assistance-Programme), the [Wellness Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellness-Toolkit/Wellness-Toolkit).   |[ ]

In week one, **you** should also:

√ Collect your Staff ID Card from the Estates Badging Office (First Floor, Old Building).

√ Complete your personal data and declare your interests on [MyHR](https://link.lse.ac.uk/myhress).

√ Book your [Flying Start Induction](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/Flying-Start) and your Campus Tour. Both of these events and lots of other learning events can be found and booked on the [Training and Development System](https://apps.lse.ac.uk/training-system/).

Your first week is all about navigating yourself in the new role and in the School. To help with this, some web pages that you may want to check out, if you haven’t already are listed below.

[Welcome for New Staff (lse.ac.uk)](https://info.lse.ac.uk/staff/divisions/Human-Resources/Welcome-for-New-Staff)

[Staff (lse.ac.uk)](https://info.lse.ac.uk/staff),

[How to be part of LSE](https://info.lse.ac.uk/staff/part-of-lse/how-to-be-part-of-lse-staff)

[The Career Development Review (CDR) toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/CDR-Toolkit/CDR-Toolkit)

Specific wellbeing-related resources: [Staff Counselling](https://info.lse.ac.uk/staff/services/staff-counselling), [EAP](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Employee-Assistance-Programme), the [Wellness Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellness-Toolkit/Wellness-Toolkit).

|  |
| --- |
| If you are a manager, you should also expect your manager to: |

|  |  |
| --- | --- |
|  | Complete? |
| Provide a list of the people reporting to you, their positions and an organogram for the department |[x]
| Provide an overview of the history and culture of your team |[ ]
| Give access to team CDR records and any information regarding ongoing employee issues within the team |[ ]
| Provide any resources that will help you manage your people, including reports and practices you need to uphold |[ ]
| Arrange a programme for you to spend time with other managers within the organisation  |[ ]
| Organise visits to key sites and meetings with stakeholders as appropriate |[ ]

As a manager, you should also complete the LSE Manager programme, a learning and development programme that covers what it means to be a people manager at LSE, our policies, practices and people management ethos. You can find out more about this [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/LSE-Manager/LSE-Manager-2022).

|  |
| --- |
| The review period, CDRs and development |

As a new starter, your role is subject to a review period. For bands 1-7 this is a period of 6 months and for bands 8-10 this is a period of 12 months. Your manager will hold an initial meeting with you to:

• explain about the review period;

• give any necessary feedback from the interview and advise on any necessary training;

• set the standards required for the successful completion of the review period;

• agree on a process for giving future feedback;

• explain that you will be advised in writing if the review period has been successfully completed or if it is to be extended or the appointment terminated.

Formal monthly reviews should be held subsequently to monitor progress, give feedback and offer any necessary support. Progress during the review period should be monitored against the criteria included in the job description and person specification to ensure that each area has been successfully demonstrated prior to completion of the review period.

More information on reviews can be found [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Internal/staff/Policy/Review-Periods.pdf#id_token=eyJ0eXAiOiJKV1QiLCJhbGciOiJSUzI1NiIsIng1dCI6ImFlRVVnYm1aRzBxZ3loSXlUTlRnOXROemZ3WSIsImtpZCI6ImFlRVVnYm1aRzBxZ3loSXlUTlRnOXROemZ3WSJ9.eyJpc3MiOiJodHRwczovL2Ntcy1pbHNlLmNsb3VkLmNvbnRlbnNpcy5jb20vYXV0aGVudGljYXRlIiwiYXVkIjoiV2Vic2l0ZUFkZnNDbGllbnQiLCJleHAiOjE2ODY1NzQxODgsIm5iZiI6MTY4NjU3Mzg4OCwibm9uY2UiOiJiYTg5OTVlNTRjNTg0ZTcxYTJiOThhNWQ4NzA0NDk5OSIsImlhdCI6MTY4NjU3Mzg4OCwic2lkIjoiMDA5NGI1MTRlNGRkNGNjYjBhNzc2Y2I3MTE2N2Q3NjQiLCJzdWIiOiI1ZjRhMGY1Ni0wZjdjLTRjM2MtYjg3OS02ZWMxY2ZlZGFiMjkiLCJhdXRoX3RpbWUiOjE2ODY1NzM4ODgsImlkcCI6Imlkc3J2IiwiYW1yIjpbInBhc3N3b3JkIl19.jJgLOVNyxxA-XjGrkQNhHWdTAoSYQUR_pJ0cGXq1AVYfpASGQxUu_7y07vZB18pYmOlFW4RT4XpxZIZavpt3HaO7K6Asfp4Xb3aGFA6bN7ybISZk9lu07VHVBCFH3TOvQQx751ZL3TJ8jNgdwr5F5ZBW4XEvGytfCfdg1t_N_eguvuXH-2-7zvXdYYxZU9WfEL4SwfEFDJYLx1hGrS4tVykz2XfyDNVa90Eq9g7SzCTFRxhQn2ZPgOXiP7rivg7re9vXfwUTmv6Pfs_VKvJP1PK3HkfncvqcntMbMauM2DJmJCxOjXylqfPP0V9NGkNBEeoabWqEVE2CBMpZA8e5Jw&scope=openid&state=77807d6df52f4c7aa377f4624b0a7dd9&session_state=0eKyspqrfyqnY9S5FcQRRm0zxwo1lrxfVZX1CYYeJYc.1119ef7cfd4e221ae3edda1411513359).

Once your initial review period has ended, you will move into the career development review (CDR) cycle. This is a yearly, continuous process designed to allow you and your line manager to:

* Manage workload
* Ensure wellbeing and work-life balance
* Set objectives and performance standards
* Review progress
* Give and receive feedback
* Explore development needs
* Discuss career aspirations

You can find out more about the CDR process and its aims [here](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/CDR-Toolkit/CDR-Whats-it-all-about).

|  |
| --- |
| Month one  |

By now, you’ve probably got a sense of the school, the team and the role, but the induction process doesn't simply end after your first day, week or even month.

Your school and local induction should be helping you get a better grasp of all of these things.

Alongside the LSE induction, you should be working through your local induction too.

Things you should check during month one:

|  |  |
| --- | --- |
| The basics | Complete? |
| Ensure you understand work practices, policies and behaviours; in particular – ethics code, health and safety, incident reporting, safeguarding, data protection |[x]
| You know about the [benefits webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Staff-Benefits), and especially: |[ ]
| - [Employee Assistance Programme](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Employee-Assistance-Programme) |[ ]
| - [Pension](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Pensions) |[ ]
| - [Staff benefits](https://lse.employeebenefitsplatform.com/)  |[ ]
| - 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) |[ ]
| You are on the way to completing your eLearning |[ ]
| You understand business continuity and the actions you need to take to ensure this is covered |[ ]
| You are aware of annual staff events and the social aspects of the School; e.g. networks, clubs, sports groups, LSE tree, VIP Awards etc.  |[ ]
| You are comfortable with blended Working is at LSE. You should talk to your manager if not. |[ ]
| You have meaningful objectives to be achieved by the end of the review period and understand how performance will be assessed |[ ]
| You have dates in the diary with your manager for the interim Review meetings and end of Review meeting (Month 6 for bands 1-7) |[ ]
| You are getting an understanding of the big picture – the strategy, challenges we face and how your work fits into the school |[ ]
| You have shared any issues, concerns and feedback with your manager |[ ]
| You are booked onto any required face-to-face or facilitated online training modules |[ ]
| You have discussed other learning needs with your manager, this could include mentoring, job shadowing or coaching; support in arranging these if desired |[ ]
| You have a learning and development action plan to work through |[ ]
| You can ensure a healthy work life balance, and know where to find support for wellbeing at work |[ ]

During month one, you should also get up to speed with the policies and guidance that relate to you as a member of staff and to your role. Some key policy areas to read through are outlined below, although this is by no means an exhaustive list.

If you are Professional Services Staff, we’d advise taking a look at the ‘core’ HR policies, i.e. [Disciplinary](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), [Grievance](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/griPolProAcaSupSta.pdf). For academic new starters, check out the [Academic Annex](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/acaAnn.pdf).

Make sure you are aware of the [Annual leave guide webpage](https://info.lse.ac.uk/staff/divisions/Human-Resources/Working-for-LSE/Annual-leave-guide) which includes the [Annual Leave Pocket Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Annual-Leave-Pocket-Guide/20-0107-Pocket-Guide-Annual-Leave-v4.pdf) and FAQs about different annual leave scenarios, including carry-forward options at the end of the leave year.

Read up on the Anti-harassment policies at LSE, i.e. [Discrimination, Harassment and Bullying Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harPol.pdf), [Sexual Harassment & Sexual Violence Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/harVioPol.pdf)

Other policies/statements that you may need to know as a member of staff that relate to individual conduct – [Personal Relationships Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/perRelPolAndPro.pdf),  [Dignity at Work Statement](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/internal/DigWorSta.pdf), [Etiquette Policy for Email and other Online Communication Tools](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/emaEtiGui.pdf)

Other resources that may be of interest to you as an individual include:

* The [Disability Policy](https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/schPolDis.pdf) and [Reasonable Adjustments Pocket Guide](https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Disability-support/Reasonable-Adjustments-Pocket-Guide-final-web-version.pdf).
* The [Toolkit for Parents & Carers](https://info.lse.ac.uk/staff/divisions/Human-Resources/Toolkit-for-Parents-and-Carers/Toolkit-for-Parents-and-Carers)
* The [Blended Working Policy](https://info.lse.ac.uk/staff/Assets/Documents/Blended-Working-Policy-FINALv.3.pdf) and [Flexible Working Toolkit](https://info.lse.ac.uk/staff/divisions/Human-Resources/Flexible-Working-Toolkit/Flexible-Working-Toolkit)

|  |
| --- |
| Month three |

This is the time to look at where you can continue to develop and what support you need to do so.

In terms of your checklist for month three, make sure that:

|  |  |
| --- | --- |
| Developing in role  |  |
| You are still having regular check-ins with your manager to discuss how you are adjusting to the role and if you need any additional support or development opportunities  |[x]
| You give your feedback on your induction so far – what worked well, what could be improved or if you have any ideas for how new employees could be better settled in |[ ]
| You attend your three-month review meeting reviewing the objectives set in month 1 |[ ]
| Learning, development, and support |  |
| You continue working through your induction plan and your learning and development action plan; adjusting as needed |[ ]
| You have completed all the school-wide induction training and Flying Start Induction |[ ]
| You are accessing training options that will further support you in your role and also in your personal and professional development. |[ ]
| If you are a manager ensure that:  |  |
| You are on your way to completing the LSE Manager programme |  |
| You have read and understood all the policy and procedure relevant to your role |  |

|  |
| --- |
| Month six |

It’s time for the end of review period meeting (for levels 1-7). A successful induction is inspiring, organised and fit for purpose. You can tell how effective it is by how well you feel adjusted to the School. Make sure you’ve completed the items in the checklist below.

|  |  |
| --- | --- |
| Developing in role  |  |
| Attend your final review period meeting |[ ]
| Provide feedback on your induction – what worked well, what you think could be improved or any other ideas for improvements |[ ]
| Look ahead at the next six months, reviewing your work objectives with your line manager and build these into a plan of work  |[ ]
| Discuss the CDR process |[ ]
| Learning, development, and support |  |
| Continue working through the new starter and department or division specific induction, although in most roles this should be complete at 6 months  |[ ]
| Assess whether you will need any further development, training or coaching in new areas |[ ]
| Discuss your potential, aspirations and, broadly, possible options for your development in the longer-term |[ ]
| Check out further learning and development opportunities; such as apprenticeships, [Learn for You](https://info.lse.ac.uk/staff/divisions/Human-Resources/Organisational-learning/Learn-for-You) and skills workshops |[ ]
| Wellbeing |  |
| Remind yourself of the [wellbeing resources](https://info.lse.ac.uk/staff/divisions/Human-Resources/Wellbeing-Pages-2020/Staff-Wellbeing) available  |[ ]

If you would like to provide anonymous feedback on any aspect of your induction, we would very much like to hear from you and you can do so by completing this form: <https://lse.eu.qualtrics.com/jfe/form/SV_5vU4Xg1epYuDTBc>