



## **1. Ensure offers include all necessary information**

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The offer should include all key details about the role. For example, contract type and length, start date, patterns of work, timelines for the onboarding process etc so the candidate can make an informed decision about whether to accept the role. Providing this information upfront in an offer pack will ensure a positive experience for the candidate.

## **2. Before they start**

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Make sure to check in with the student or graduate before their first day to welcome them and let them know you are excited about them joining. You could offer a pre-start visit. This is a great way to ease any nerves and ensure the new starter feels comfortable. It gives them a chance to see their working environment, meet some colleagues, or perhaps each other if you are recruiting multiple people at once.

## **3. Buddy system: Assign a pre-join buddy**

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Ensuring your new starter has a dedicated 'go to' person for any questions prior to starting is important. Students and graduates who haven't worked before may have questions such as what to wear on their first day, or where they can get their lunch. Having someone to ask these small things can alleviate any concerns and settle cold feet, making them more likely to actually start.

Clear expectations: ensure your new starter knows what your expectations are daily, weekly, and monthly whilst they are still learning the ropes.

## **4. Send out company newsletter or encourage them to follow you on social media**

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Keeping candidates engaged and interested in the company in between their offer and start date is vital, particularly in early careers recruitment where there is typically a long window between these. You could try sending out a company newsletter, or inviting them to follow your social media channels. Ensure any content within these reflects the business values, celebrates diversity of staff, and highlights inclusive culture. Use an EDI calendar to align content to significant dates depending on your company's focus areas (i.e. Black History Month, International Women's Day, Autism Acceptance Week).

## **5. Discuss necessary adjustments**

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Employers are under a legal duty to make adjustments for employees with disabilities. Making sure these are discussed prior to starting will make individuals feel that their needs are being taken seriously and addressed proactively.

Sense of belonging: there are simple things that will remind them that they are in the right place. Encourage friendships within the team and opportunities to collaborate with other colleagues. There is so much which gives new graduates a sense of comfort and purpose within their new role – but it could also even be as simple as branded pens, notebooks, or mugs.

## **6. Access to systems**

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Make sure you have the right equipment and access to systems so they can get started straightaway on their first day.

## **7. Embed your company and team culture**

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Encourage regular team meetings and offer opportunities to socialise with colleagues.

## **8. Be transparent around your policies**

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Sustainability, travel, EDI policies are all important to graduates and visibility on these will be valuable for new starters.

## **9. Training**

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Students and graduates really appreciate the opportunity to continually develop, and so investment in them early will ensure that you acknowledge their importance, which will help towards having a more consistent approach to new starters.

## **10. Run employee resource groups**

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Employee resource groups or staff networks can play a vital role in ensuring staff from marginalised groups feel supported at work. These groups can bring together individuals who identify with the characteristic as well as allies who are passionate about inclusion.

## **11. Ongoing EDI staff training**

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Providing regular sessions to colleagues helps create a safe space where discussion around diversity is welcomed. These could be more formal training sessions on topics such as unconscious bias or more focused on building awareness and celebrating diversity in the workplace.

## **12. Mentoring/reverse mentoring programmes**

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Mentoring relationships are a great opportunity for employees to learn from one another's experience and expertise. Reverse mentoring schemes aim to give a voice to under-

represented groups and can be a powerful way to engage in EDI topics through lived experiences.

### **13. Offer flexible and remote working options**

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Offering flexible working options not only makes your organisation accessible to a wider audience, but also helps to create an inclusive culture where employees can work around their commitments.

### **14. Data monitoring into progression and pay gaps**

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Research shows under-represented groups often progress at a slower rate. Having an understanding of your organisation's diversity demographics and how these relate to progression, pay and development will allow you to identify any issues. Having a proactive approach to this will show employees from diverse backgrounds that you are taking their development seriously and make them more likely to stay in the business.