



## 1. Graduate and Student Induction Programme

Induction programmes play a crucial part for the recruitment of graduates or students as this is where they continue to evaluate the culture and values of the organisation. Once an offer of employment has been accepted by the candidate, the induction and onboarding will commence. People who experience a good and well-structured induction and onboarding process when they join a company are more likely to be employed there one year later.

We have broken down a robust process here for you to download and use to either amend your current induction programme or create one if you don't yet have one.

***“You never get a second chance to make a first impression”***

## 2. Onboarding Checklist

Activity	Information	Action	Complete
<b>Pre boarding</b>			
Send offer pack within 48 hours	This should include offer of employment letter and contract of employment as a minimum. Bear in mind they need all the information to make an informed decision just like you are most likely offering subject to references and any further checks required (send digitally to save paper, printing and postage).		
Hiring manager to keep in touch with them	It is important to keep in touch with them between offer stage and them joining you as this will show professionalism and help build relationships.		
Workspace preparation	Make sure their workspace is clean and tidy with no rubbish in their drawers etc. Why not get them a nice plant for their desk as a welcome gift?		
Internal announcement	Send communication to internal team members to make them aware of the new addition to the team, their name, role and responsibilities.		
Equipment	Ensure they have access to all necessary logins, their emails are set up and all equipment is ready ahead of them joining such as computer, chair, headset, extra screen, stationary, workwear.		
Introductions	Think about who they need to meet up with in their first few weeks of joining and allocate time in advance for them to meet up with each person. This could be: <ul style="list-style-type: none"> <li>• Human Resources – complete documentation</li> <li>• Facilities – Health and Safety risk assessment</li> <li>• Director – History of company and welcome</li> </ul>		

	<ul style="list-style-type: none"> <li>IT Team – overview of systems</li> <li>Other – any team members or departments they will work closely with</li> </ul>		
Assign a buddy	A buddy is a great way for them to have somebody to support them in their first few weeks of employment so think about who is best placed to do this.		
Pay	Make them aware of when pay day is as they will most likely need to ensure their direct debits are all in hand.		
Invite them to the workplace	They might not have been into the office for interview if the process was done online. Can they meet the team beforehand? Are there any meetings it might be useful for them to join? Or you could have an informal coffee?		
Connect with them on LinkedIn	Connect with them so they can see your connections and network.		
Add to contacts	Make sure they are added to email groups, phone lists, intranet, important MS Teams sites.		
Welcome message	Send them a message one week before joining. You could be creative with this and do a team video, digital welcome card or email including the team.		
First day planning	Send a check list to them: <ul style="list-style-type: none"> <li>Who they are meeting on first day</li> <li>Address and any parking instructions</li> <li>Public transport details</li> <li>Date and time</li> <li>Dress attire</li> <li>List of what they need to bring on their first day (I.D, bank details, certificates)</li> </ul>		
Induction plan	Create an induction plan for them to keep which highlights what they will be doing in the first few weeks of employment.		
Graduate Development Plan	Ensure you have their Graduate Development Plan ready for when they join you. We have created a template for you to use as a guideline.		
<b>Week 1</b>			
Meet and greet	Ensure the line manager and buddy is available to meet them upon arrival on first day.		
Induction programme	Provide them with a copy of the induction programme so they know what to expect.		
Tour of workplace	Show them around and make them aware of fire exits and assembly point, washrooms, kitchen, places to eat etc.		
Meet and greet with senior stakeholders – Company overview	The senior stakeholder can spend some time to share the history of the company		

	and strategy – this will encourage a positive working culture.		
Team and role overview	Provide a thorough understanding of the team they work within, the role it plays in the business and then an overview of their role, expectations, KPIs etc.		
Mission, Vision and Values	Provide them with the company or team’s priorities and objectives and how their role aligns with this.		
Human Resources meeting	Job description, employee handbook, eligibility to work checks (I.D), company policies, payroll information, pension, non-disclosure agreement if applicable, annual leave and emergency contact details, health declarations, employee benefits.		
Health and Safety	Carry out risk assessment relevant to the job they are doing.		
LinkedIn	Make sure their LinkedIn is up to date and on brand for your company.		
Team lunch	Arrange for the team to have lunch together as a way of welcoming them to the team.		
Dates for diary	Make sure they have all important dates in their dairy such as team meetings, away days, any closure days, one to ones, probation review, training etc.		
Products and Service overview	Deliver a session on what your products and services are, your USPs, who are your competitors .		
Business groups overview	Do you have a green group, projects group, social group, steering group, health & wellbeing group? Tell them about them and invite them to become a part if they are interested.		
Role specific training	Spend time with them to discuss the role deliverables making sure they are clear of expectations.		
Team processes and systems	Share with them any team processes and documents they need to be aware of.		
Give them responsibility	During the first week, allow them to start working in their role whilst being there to support with any queries.		
End of week 1 check in	Meet up and discuss how the week has gone. Any concerns, issues, questions, feedback.		
<b>Week 2</b>			
Goal and objective setting (30,60,90 days)	Spend time with them to address their objectives over the next 3 months and make sure you add invites to your diaries to review monthly.		
Graduate Development Plan	Make time to review the Graduate Development Plan together and ensure both parties are aware of goals and objectives.		
End of week 2 check in	Meet up and discuss how the week has gone. Any concerns, issues, questions, feedback.		

<b>Week 3</b>			
End of week 3 check in	Meet up and discuss how the week has gone. Any concerns, issues, questions, feedback.		
<b>Week 4</b>			
Training	Review any further training required and implement.		
Ask for feedback	It's always a good idea to obtain feedback from the graduate/student on their experience of the onboarding to date. You will learn a lot from this for future new hires.		
Conduct one month review meeting	This will be part of the Graduate Development Plan. Be sure to listen and ask questions.		