

Induction programme

A well planned and organised induction will make it much easier for your placement student or graduate to feel settled. This should include a mixture of learning how to do the role and meeting the right people to help them do the role. Below are some suggestions of how you might want to set out your induction plan and what to include:

Activity	Information	Action	Completed
Company Overview	The Line Manager can give a general overview of the company including information on values and strategic objectives. They can give an outline of different teams and their responsibilities.		
Induction Guide	An induction guide is a nice way for a graduate to get an overview of the team, the processes e.g. dress code, annual leave policy, and information about the wider teams within the business. This is a resource that the new recruit can refer back to in their early weeks.		
Understanding the product/ service	The student/ graduate might already be very knowledgeable about what you do but they also need to understand the products and services which are relevant to them – an established team member can deliver this training as it can be good development		
Arrange meetings with key contacts	The first few weeks is the best time for your graduate to meet the key contacts that they are going to be working with regularly - arrange these meetings yourself or give them the names to reach out.		
Arrange meetings with team	Make sure you have invited your new member of staff to all the regular team meetings so they are introduced as soon as possible.		
Any department specific planning documents	If you have any 6-month or 12-month planning documents that could be useful for the student/ graduate to read to understand the direction of the department and give some context to their role and input.		
Update LinkedIn profile	Get your student/ graduate to update their LinkedIn profile and connect with team.		
Distribution Lists	Email IT to be added to the relevant distribution lists.		
Phone training	You might want to set out some expectations for how you want the phone to be answered, taking messages and company phone etiquette		
Systems training	Are there any specific systems that your student/ graduate will be required to use. Will they need access to these systems and training to use them?		
General information	Do they know the working hours, mobile phone policy, expectations about working from home, what to do if they are ill. For many of these students and graduates this might be the first time they've worked in an organisation and being clear about your expectations from the beginning is key to a good induction.		