

Inducting New Employees into a Hybrid Working Context

Inducting a new starter to the University is always an important task, in terms of supporting the individual to do their job effectively but also to engage psychologically with our values, vision and culture. When the new starter is going to work at least some of their time remotely or at different times to their team, a more focused effort is required. This guidance can help ensure that an induction is effective and supportive.

Induction starts before the first day of employment. Managers should keep in touch after a job offer and ensure that the individual knows exactly what to expect when they arrive. The learning process should then continue over the following weeks and months. Induction is not a one-off event.

- Ensure that the new starter has all the equipment that they need to do their job effectively from the start, wherever or whenever they are working. This should include access to all relevant systems, shared areas or online team groups or communication channels. Explain how to access all systems remotely where this differs from being on campus.
- Share the team hybrid working principles and communication principles. If the team has any informal rules or principles about working flexibly, make sure that these are fully communicated. These might include arrangements about shared calendars. Having agreed team norms for flexible working benefits everyone.
- Use our online resources and eLearning courses to support the new starter in understanding critical information about the University and Higher Education. More information is available here: <https://uowtsd.sharepoint.com/staffdevelopment/SitePages/New%20to%20role.aspx>
- Help them understand the culture. Every organisation has its own culture and ways of working. Even when someone will be working remotely help them to understand and engage with it. Share information on the University vision and values, as well as our strategic aims and plans.
- Facilitate meetings between the new starter and the team, and any key contacts. Meetings can be virtual or face to face – for those critical business relationships try and make those meetings 121 initially. Provide a mentor or buddy too wherever possible to support the individual during their first few critical weeks. This can all help to make someone feel part of the team.
- Build in some social connection. This could be an informal coffee or lunch in week 1 (virtual or face to face), an invitation to any social groups or just a walk around campus.
- Balance time on campus with time at home during the first few weeks and include where possible invitations to both virtual and in person events and meetings.