



Guidelines for the Induction Coordinator

In addition to the centralised induction, it is important that Units¹ play a role in the induction of new staff members into their area. A local induction should be conducted for new appointees so that they can familiarise themselves with their new role and responsibilities, their colleagues and the practical details of starting a new job.

The primary role of the induction co-coordinator is to be a point of contact for the new appointee and to make the transition to starting a new job in NUI Galway as smooth as possible. We have developed some guidelines below to assist the Induction co-coordinator in their role; these are only guidelines and can be customised to each Unit's own needs.

Before the new appointee starts in post

Organise:

- Office/Desk space
- Computer/Laptop (identify required software)
- Telephone and add to campus directory
- Building or office key(s)
- Meetings with relevant colleagues
- Welcome Event i.e. morning tea/coffee or lunch, etc.
- Consult with the Head re specific Health and Safety training which new appointee must undertake prior to taking up post and any training thereafter.
- Contact the HR Equality Manager re arrangements that need to be put in place for new appointee with a disability or a temporary injury.

Contact the new appointee to introduce yourself and confirm the following: (email template at the bottom of this document)

- Start Date and Time
- Location of building on campus and directions
- Name of person to contact on arrival (if different from Induction Coordinator)

Day of Arrival

- Meet and greet the new appointee (if not available, ensure colleague is there)
- Introduce to colleagues
- Provide tour of the work area
- Check if new appointee has received and read information in Induction pack

Show:

- Office/Desk space
- Facilities (kitchen, restaurant, toilets, printers, photocopier)
- Use of phone and voicemail
- Key Buildings on campus
- Building's Emergency Exits
- First aid facilities in building

Discuss:

- Schedule for the first week



- Health and Safety statement for work area
- NUI Galway Data Protection Policy
- General Security advise (locking of office, personal security)

Explain:

- Administrative Processes: i.e. ordering stationary, booking rooms, travel and subsistence procedures, mail collection, leave and absence reporting
- Meetings i.e. frequency and structure of the Unit's meetings
- Relevant Committees and distribution lists (once email account set up)

Please note the issuing of a staff ID card and set up of email account are dependent on the timely return of relevant documentation to the HR office.

¹ Units = Colleges, Schools, Disciplines, Research Institutes, Support Service administrative offices



Induction Coordinator

Email Template

Contact the new appointee to introduce yourself and confirm the following details:

1. Start Date and Time
2. Location of building on campus and directions
3. Name of colleague nominated to meet the new appointee on arrival (if different from Induction Coordinator)

Dear [first name],

A short email to congratulate you on your recent appointment to NUI Galway and to introduce myself as your induction coordinator.

I look forward to meeting with you on the day of your arrival, [insert date] at [insert time] in the [insert name of building] and [insert directions or a campus map].

If you are unavailable to meet the new appointee on the day of arrival, please nominate a colleague and insert the following:

My colleague, [insert name of colleague] will meet with you on the day of your arrival.....

In the meantime, should you have any questions, please contact me.

Regards

[insert first name]