

Managing Induction of new joiners remotely



In the wake of Covid-19, we are all having to rapidly adapt to different ways of working. You may find that you have a new member of staff joining in the coming weeks and months and although they may not be able to initially start in the office, they are more than likely to have to start working remotely from home. But it is still important to give them a great start to their career at the School of Clinical Medicine and to make them feel welcome. You will therefore need to adjust and tweak your usual induction programme.

The aim of induction is to help the new employee feel welcomed and to adjust to their new working environment as well as helping them become effective as quickly as possible in their new role. In addition, it is likely to shape their perception of the role, the department and the University itself.

Here are some simple tips to make remote induction a success:

Planning

- Plan in advance and make the induction timetable structured and bespoke to the individual
- Review the Clinical School Induction pages and plan what can be done remotely and set aside other tasks that need to be completed on returning to the office
<https://www.medschl.cam.ac.uk/human-resources/induction/>
- Review the University's Home Working Protocol webpages which includes useful guidance on working arrangements, homeworking tools and set up
<https://www.hr.admin.cam.ac.uk/coronavirus-homeworking>
- Review all the online training that is available and relevant to their role and plan what they can be doing remotely
- Plan how you can get your new joiner involved early on to help give them a sense of purpose and help them to contribute early on
- Arrange online meetings to introduce them to team members, management and other key people – this can be done remotely via video call through Microsoft Teams
- Plan time in advance for more regular check ins via video call, and set goals early
Determine what computer hardware and software are required and contact CSCS to arrange – ideally 4-6 weeks prior to the new joiner starting as there have been significant delays in obtaining new computer hardware.

Before they start

- Confirm your IT provider's tools for remote access and working from home. Here is the CSCS information that will apply to the majority of people in the School - <https://cscs.medschl.cam.ac.uk/information/covid-19-and-remote-working/>
- Read the [MS Teams at Cambridge Hub](https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Home.aspx) - <https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Home.aspx>
- Plan what IT equipment they will require to get started from home. Ideally they should have a computer, mouse and keyboard
- Request a new user account for your new joiner from your IT provider.
 - For convenience here is a link to the CSCS request - <https://cscs.medschl.cam.ac.uk/user-services/cscs-user-account/>. If new to the University, CSCS will also request a University account (e.g. Raven) on their behalf.
 - CSCS User account details for the new joiner will be emailed to the individual who requested the account. They need to safely share these with your new joiner (appropriate methods are suggested in the email).
 - Additional information and Raven collection instructions will be emailed to the user's Medschl mailbox, waiting for them to collect.
- Organise a buddy who will check in with them regularly before they join and in their first few weeks of starting.

First day

- Arrange a call first thing to welcome your new joiner and set expectations for the first few days/weeks
- Arrange a meeting for you or a member of the team to talk through their user account details and Raven collection instructions
- Get them set up with Microsoft Office 365 so they are able to interact with you and the team through online chats and video calls. Share the [MS Teams at Cambridge Hub](https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Home.aspx) <https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Home.aspx> which has lots of useful resources including setting up MS Teams and remote working information
- Get them up to speed with other communication tools such as Jabber and Yammer
- Set specific goals for the first few days and weeks
- Ensure they are set up with Microsoft Office 365 tools such as OneDrive and OneNote
- Talk through online meetings with colleagues that are planned for the first few days
- Ensure they understand the importance of taking regular breaks away from their screen
- Complete the Health and safety risk assessment to ensure their working stations is correctly set up. [DSE Screen Equipment Self-Assessment Checklist](https://www.oh.admin.cam.ac.uk/files/display_screen_equipment_self-assessment_checklist_v4.pdf) https://www.oh.admin.cam.ac.uk/files/display_screen_equipment_self-assessment_checklist_v4.pdf
- Discuss appropriate locations for data to be saved and ensure they understand how to access shared files where relevant through remote access. Here is some information on the remote access methods provided through CSCS. - <https://cscs.medschl.cam.ac.uk/user-services/remote-access/>

First few weeks

- Arrange daily check ins until they are more comfortable working for longer periods by themselves – use these to set learning objectives, interactions and productivity
- Go over the full range of duties and performance standards required in their post and inform of how progress will be reviewed and monitored whilst working remotely
- Provide them with information about the School of Clinical Medicine and the University
- Direct them towards any essential departmental health and safety training that can be done online as well as essential University Induction training
- Provide them with any relevant information and support which will enable them to settle in quickly
- Refer them to the IT induction information <https://confluence.medschl.cam.ac.uk/x/IgUqAg> that CSCS have compiled.

Useful links

- Home working protocol - <https://www.hr.admin.cam.ac.uk/coronavirus-homeworking>
- CSCS COVID-19 and remote working - <https://cscs.medschl.cam.ac.uk/information/covid-19-and-remote-working/>
- Microsoft teams at Cambridge Hub - <https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Home.aspx>
- Collaboration tools - <https://help.uis.cam.ac.uk/service/collaboration>
- Computer health - <https://www.oh.admin.cam.ac.uk/advice-and-guidance/computer-health>
- Looking after your wellbeing and mental health guidance https://www.hr.admin.cam.ac.uk/coronavirus_wellbeing_mentalhealth
- Discover groups in Yammer such as Remote Working Support https://www.yammer.com/cam.ac.uk/#/threads/inGroup?type=in_group&feedId=18021646336&view=all
- HR Guidance and Resources – Including Remote Working Guide for individuals <https://www.hr.admin.cam.ac.uk/hr-coronavirus-guidance-and-resources>
- IT Induction - <https://confluence.medschl.cam.ac.uk/x/IgUqAg>