



Registrar and Secretary's Office

Staff Induction Resource

Guidelines for Use

Introduction

The staff development resource is essentially in two parts, the staff induction pack and the staff induction web pages. All documents within the pack except for those that are locally produced eg team staffing trees are included in the web pages. The website will include additional materials including team profiles for the whole of RSO. RSO People Finder will also be available through the Staff Development pages.

The Staff Induction Pack

The pack is made available in two parts. Part A, which forms the core of the pack includes ten indexed sections some of which are generic and will be produced and updated centrally, others will be locally produced and owned. It is recommended that Part A is posted to the new member of staff in a soft folder prior to commencing in their new role. Part B will be a hard folder that includes separators and appendices and will be provided centrally during the new member of staff's first week.

Some sections of Part A will need to be provided or adapted by the new member of staffs team. **Accordingly it is the responsibility of the host team/section to ensure that the pack is completed and posted prior to the staff member taking up post.**

The sections that need local action are:

Pages 1 and 2. The cover page needs personal details inserting and the letter of welcome from Steve Denton needs addressing.

Section 5 – insert a team staff structure chart

Section 6 – insert a team staff contact list

Section 7 – insert local team profiles and details of office locations and opening hours, as appropriate.

Section 8 – insert a copy of the person's job description.

Copies of both the soft and hard pack are available from Gill Wright x 5666, Room D105 Civic Quarter, or can be downloaded from the RSO web pages.

Phil Marsland
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