



Planning your own on-boarding

The following guide is to help you prepare an effective induction for yourself.

Who is here to support you:

- Your line manager
- The immediate and wider team
- Other new starts – to help new starts share worries and concerns and ways to address them
- A buddy
- HR –Provide a central Welcome to the University event run each quarter along with key information and resources available here [on-boarding pages](#)
- Other services across the University

From speaking to other new starts the following will help you settle in:

- Go on a tour – to see where things are and how they happen
- Meet and greet – put faces to names and reach out to colleagues and individuals you will be working with closely
- Read! The [on-boarding pages](#) are a good place to start plus completing this online learning package [Making The Most Of Your Induction - Online Module](#)
- Engage with your buddy/mentor
- Consider your own development needs
- Give yourself time to reflect

Giving yourself time to reflect

The questions below are designed to support you reflect on yourself and prepare for conversations you will have your line manager.



Consider yourself

What are your reflections about being a new start? Who is supporting you?

Consider excellent on-boarding experiences you have had, what helped you settle in?

What is your own management style and preference? How will you communicate this?

How open are you to feedback?

Where do you see as areas for [development](#) e.g. knowledge, experiences? Who can support you with these?

What [motivates](#) you?

Preparation notes:



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Consider your line manager

Why are you looking forward to working together? How will you share this?

What are your concerns? How will you share these?

Preparation notes:

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