

Settling in

This section is about getting your new recruit settled into their job, making sure you're meeting any needs they may have, and seeing what you might do differently next time round.

Preparing yourself

- Are the references alright?
- Anything in the medical report that concerns you?
- Do you have to make any other adjustments because of the medical report?
- You'll already have much of the information from their interview.

Preparing the ground

- Would you let them spend a couple of hours meeting the team informally before their first day?
 - Do any of the new starters work colleagues need the heads-up?
 - This can be as simple as what name to use or what extra support might be needed.
- www.acas.org.uk/index.aspx?articleid=753

The first day

- Getting into work. Transport? Parking? Doorways? Lifts?
- Is the workspace clear and uncluttered? (good practice for everyone)

Show them the way

- Is there someone who can look after them while they settle in?
- Buddying up with a colleague.
- What are your unwritten rules?

Probationary period

- Managing their expectations
- Setting the standards
- Get feedback from employee and other team members
- Revisit any adjustments you've made
- Are the adjustments working?

If it's not working out

- Check that you've followed the process
- Do you need to extend the probationary period?
- Both of you need to agree a timetable of actions and improvement
- Agree a review date

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Check yourself

- Have you been fair in your handling of the situation?
- You have an audit trail of the reasonable adjustments you've made
- Take legal advice
- Assess your options

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Looking back, what would you do differently?

- Change the way you advertise?
- Be better prepared yourself?
- Preparing the workplace?
- Briefing your staff?

Following up

We hope you found this guide practical and helpful. Where are you going now? Will you:

- Get feedback from your team?
- Get feedback from the employee? (an exit interview)
- Check for changes in satisfaction from your customers?
- Change any of your current recruitment methods?
- Change any working practices?