

# Onboarding and induction



## Before the first day

Prior to a new starter's first day, it could be useful to have an open discussion about the way the individual would like to work. This could include anything from reasonable adjustments within the workplace, or needs outside of work, such as parenting or caring responsibilities.

Make sure that any equipment the individual needs to carry out their role, such as accessible software or a hearing loop, is in place.

Having these conversations at an early point demonstrates that you support disabled staff, and value their work/life balance. You can also ask if they would like any of this information to be shared with their immediate colleagues.

In addition, you could let the individual know how the organisation supports its disabled staff, for example disability confident leader accredited or staff networks.

On a new starter's first day, make time to talk through their role and all aspects of the working environment.

Discuss at this early point if the individual requires any support to be set up through the government's Access to Work scheme.

It is crucial to explain that the individual needs to apply for this, but you could offer to support them in accessing and completing an application. You can learn more about reasonable adjustments in the dedicated section of this toolkit.