



THE UNIVERSITY OF CAMBRIDGE SUSTAINABILITY TEAM

Staff inductions: best practice guide

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**UNIVERSITY OF
CAMBRIDGE**

1. Introduction

In order to meet our sustainability targets as a University, it is important for new staff members to be aware of the University's commitment to sustainability, and to motivate them to contribute in any way they can.

A really helpful tool to achieve this is by targeting the inductions of new staff. The University has a high turnover of staff (although it varies greatly from department to department), and as a result inductions are an effective way of establishing a message and an attitude that can spread quickly through the department. Introducing new staff to the sustainability goals of the University, and motivating them to take part, should be a key objective of all departments.

2. How can you help to embed positive environment and energy behaviours through staff inductions?

1) *Organise a coffee meet with every new member of staff*

- This approach has the advantage of being personal and relaxed; with the sheer volume of induction information new staff are hit with, there are merits to not following a rigid induction list, but simply having a conversation about the sustainability commitments of your department.
- This is a highly sociable way of introducing new staff to the department's sustainability practices, and helps confirm to new staff that other members of the department are able to behave in an environmentally-conscious way; this opens the door to them following suit.
- Depending on the staff turnover of your department, however, this method can be time consuming.

2) *Obtain a slot in your departmental induction presentation / meeting*

- The benefit of this approach is that you can get your message across to more people than by having one-to-one inductions with all new members of staff, but on the other hand new members of the department are less likely to feel personally engaged by the sustainability initiatives being discussed. Try to keep the groups small enough to ensure members feel they are being addressed personally. The Sustainability Team are happy to help with, or give, induction presentations.

3) *Produce hand-outs for all new staff*

- Induction hand-outs can be a useful way of reaching the maximum possible number of people and giving them the information they need, there and easily accessible.
- It is recommended to use hand-outs in association with other induction mechanisms.
- Any of these resources should focus on sustainability issues at the department.
- Here are some of the recommended points to weave into the induction material.
 - Does the department have a Green Impact team? Who is on it?
 - How your department is reducing its environmental footprint
 - Draw attention to what environmentally-friendly practices you implement at your department.
 - Encourage new members to visit the Sustainability Team's website
 - Ask new members to consider joining the Green Impact team, if relevant.
 - Encourage staff to take the [Sustainability Induction Module](#).