

Sample programme to consider and adapt as required:

Before start date

- Send a welcome pack of useful information (or links to) about the organisation and the legal function - e.g. annual reports, reports, dashboards, organisation charts, business objectives
- Prepare an induction programme and checklist and organise a meetings schedule with relevant parties.
- Appoint a mentor/buddy in the legal team
- Communicate new appointment to key clients and stakeholders
- Hold 'get to know you' meetings'
- Discuss induction programme with new recruit

1st Day

- Ensure that people and the buddy/mentor in the legal team are on hand to welcome your new lawyer
- Introductions to legal colleagues and key clients and stakeholders
- Settle into workplace, ensure IT access and that facilities - rest rooms, cafes, printers etc are clearly explained

1st week

- Explain the role of the legal team, the head of the function and the team's purpose and objectives of the team and of the role
- Meetings with key personnel - legal colleagues, clients, other stakeholders as appropriate
- Attend other useful events - company induction sessions, work meetings, client meetings
- Explain work systems - case/matter management, document management, contract management etc
- Explain the organisation's purpose and objectives, governance, budgetary and reporting cycle and key legal risks and projects

1st month

Continue with meetings and events programme. Involve new lawyer in work projects, subject to support/supervision, as required and ensure regular feedback sessions with line manager

3 months

Arrange formal review with line manager and get feedback from colleagues, clients and stakeholders

6 months

Formal review with line manager and feedback from relevant colleagues, clients and stakeholders. If probationary period ended agree objectives for the remainder of the year.

12 months

Full review of the first 12 months. Discuss with new colleague how things have gone and review feedback on performance from others. Complying with the organisation's appraisal and performance review procedures, agree goals, objectives, training and development for the next year. Also get feedback on the induction process itself.