

# How to settle a new employee in

**acas**

the workplace experts

First impressions will count and tackling first-day nerves for new employees benefits both your business and your new employee:  
**so invest in induction**



**Finding the right recruit is just the first step**

Invest in induction



Send a **welcome pack**  
What do they need to know in advance?



Make sure they are met and then **show** them around



Make sure **they have company** during breaks (unless they don't want to)



But they do need to know about **health and safety requirements**



**Go through a checklist** of important documentation, but don't overdo the red tape



Information overload  
**Don't bombard them with a long to-do list**



**Don't throw them in at the deep end**  
You can't expect them to get up to speed immediately



**Investing in induction** will create a lasting and positive impression

**But remember - their first day is just the start**  
[www.acas.org.uk/recruitmentandinduction](http://www.acas.org.uk/recruitmentandinduction)

