

Line Manager

The Line Manager for that unit does the following induction:

- Consolidates their understanding of the duties and responsibilities of the role
- Gives details of working hours and lunch
- Makes them understand the expectations of them in the form of standards, objectives or a work portfolio,
- Explains the key aspects of the job including important contacts, also gives an explanation of how the job fits within the rest of CUIB and copies of all relevant policy and procedure.
- Gives information on how performance will be monitored and when it will be reviewed informally and formally.