



Your induction checklist

As a new member of our team, we've designed this checklist to make sure you've everything you need to make you feel welcome.

Here's what to look out for on your first day

- Have you received details of your IT Account and your security credentials? ☐
- Have you spoken with your People Leader and been introduced to your team? ☐
- Have you seen an organisational chart for your business area? ☐
- Do you understand your team's working practices? ☐
- Have you submitted any contractual paperwork needed on your first day to the People Team (e.g. P45)? ☐

Make sure you look at our online resources

- The Scoop – our intranet ☐
- SuccessFactors – our online HR system, used to record personal and employment information ☐
- Outlook, Microsoft Teams and Condeco - our room and desk booking system ☐

After your first day, we hope you'll be able to know

- The best person to ask if you've got any general queries or if you need any help, other than your People Leader ☐
- What your plan is for the following morning (such as what time you are expected log on and start work) ☐

Here are the goals for your first week at Royal London

- Be aware of our Purpose and SoRL values and how they relate to your role ☐
- Know the details of your first pay day ☐
- Log in to SuccessFactors and check your contact details are correct. You should also add any further contact details for you, your emergency contacts and your next of kin information ☐
- SuccessFactors is also the system we use to book holidays, ask your People Leader if you would like any guidance in how to book time off ☐
- Your People Leader will let you know what introductory training you'll need to have completed within your first two weeks ☐
- Your People Leader will talk you through your role profile, how the role fits into the business and will discuss your goals ☐
- Discuss your individual training plan with your People Leader- you'll receive training information and what other support will be available during induction. Set up 1:1s with your People Leader, in a rhythm that works for you ☐
- Be introduced to other colleagues in your wider function ☐
- Take a look at the My Learning area of SuccessFactors, ensuring you complete all mandatory training ☐
- If you wish to, bring your own mug/cup to the office to use at the shared tea and coffee stations. ☐

Here are the goals from your first three months:

- Sign up to the My Flexible Benefits platform – our online system for viewing and managing your benefits. Visit the 'Benefits' section of the People Portal to find out more about the benefits we offer. ☐

This will include your pension details – we enroll all our people on standard terms, so if you want to change your pension contributions, make sure you update this on My Flexible Benefits Platform as soon as possible.