

INDUCTION PROCEDURES

Introduction

How you introduce new staff to your organisation and induct them into their role will have a significant impact on their ability to perform well within that new role.

It is also important to show the new employee your business is a professional one. You should have all relevant documentation ready at the commencement of a new worker such as contracts, Tax Declarations, Superannuation forms, OH&S procedures, Staff Handbooks, Terms & Conditions documentation, etc. These documents will vary depending on your organisation but are worthwhile for you and new employee as both parties will have the same information, strengthening work relationships and the new incumbent's ability to perform well in their job.

Your business may not have documents like Staff Handbooks and procedures but investing time in creating specifically designed procedures benefits your business and overall will help your business run more smoothly.

Induction guidelines and templates such as those following will assist in ensuring a comprehensive and thorough induction is conducted with your new employee. These include Orientation Checklist, Induction Brief, Duties Checklist.

The orientation for your organisation should include the following important points:

Welcome

- Introduction to the organisation's staff.
- Workplace amenities including toilets, lunch areas, office space, meeting rooms, car parking.

An outline of the organisation's vision, mission and values with emphasis on the importance of the incumbent's role in contributing to the success and quality outcomes of the organisation.

The organisation should commit to providing staff with the necessary information and senior management support towards their career within the organisation. Your organisation should wish every success towards the new employee's career within the organisation.

About the Organisation

- The history of your organisation needs to be explained. You can also develop an organisational chart wherein the different departmental roles, responsibilities and accountabilities will be highlighted.
- Highlight the organisations relationship with its stakeholders including the organisations accountability issues.
- You should outline the organisations business objectives to ensure all staff understand the goals of the business.
- An outline of the organisations safety, security and quality standards should also be explained.

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About the Role

This section provides you with information regarding the work environment and expectations of the role -

- Terms and Conditions of employment and benefits.
- Review and discussion of the Position Description and the setting of clear and measurable performance targets/goals, also referred to as KPI's (Key Performance Indicators).
- Provision of basic tools relevant to the position.

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ORIENTATION CHECKLIST

Employee Name: _____ Date: _____

WELCOME	INITIAL	DATE
1. Prepare and collate relevant documents for new employee in folder containing: <ul style="list-style-type: none">• Mission Statement• Organisational procedures and policies relating to the position• Terms and Conditions relating to the position• Duties Checklist (Created using position duties)• HR Induction Brief (see included)• Employment Contract• Any other relevant information.		
2. Show workplace facilities - work area, toilets, fire exits, noticeboards, eating areas, smoking areas, telephone, fax, etc.		
3. Introduce employee to key workplace personnel -first aiders, fire warden, colleagues, etc.		

ABOUT THE ORGANISATION		
4. Provide a brief outline of the organisation's history.		
5. Discuss the organisation's vision, mission and values.		
6. Discuss the organisation's business objectives and goals.		
7. Describe the organisation's structure and outline respective roles, responsibilities and accountabilities.		
8. Explain the Organisation's relationship with relevant stakeholders.		

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ABOUT THE ROLE

1. Reinforce the important role the new employee has within the organisation.		
2. Discuss the probationary review period and training and development activities (where applicable.)		
3. Discuss and set clear and measurable employee performance goals.		
4. Discuss expected conduct whilst working within the organisation.		
5. Discuss the organisation's commitment to safety, security and quality.		
6. Explain systems relevant to the employee and other important work tools and requirements.		
7. Check all relevant documentation has been signed by the employee and placed in the Employee File at the completion of the induction phase. <ul style="list-style-type: none">• Employment Declaration• Employment Contract or offer of employment.• Orientation Checklist• Duties Checklist		

The induction and orientation has been completed to our satisfaction.

Supervisor: _____ Date: _____

Employee: _____ Date: _____