**1.3g Staff Induction Guidance**

1. **Introduction**

A well-designed induction programme results in a positive first experience of an organisation. This means that the employee integrates into their team, becomes productive quickly and works to their highest potential.

Without one, new employees can get off to a bad start and lack on their role and how it links to the organisation`s goals. In extreme cases, the new employee leaves, either through resignation or dismissal. Early leaving can result in:

* Additional cost and time for management and staff
* Lowering of staff morale
* Damage to the organisation`s employer brand
* Disruption to work and sometimes to client`s needs

The induction process depends on the size and nature of an organisation and also on the type of recruit.

Regardless of the organisation size, an induction processes should cover practical information about organisational procedures (such as health and safety, and information and client service), alongside job specific information (including department information, discussion about what the job requires and objectives), and an introduction to the wider team. This ensures new recruits have something in their diary in the first few weeks, and understand where their role fits and how they can work with others.

Organisations are also paying attention to employee experience before the first day of employment, ensuing pre-employment communications are engaging, as well as using networks sites to put new recruits in touch with each other before they start employment. This is particularly common for graduate intakes.

It`s also important that the process continues into employment – managers and HR need to consider the ongoing support that a new employee will need in order to settle in and acquire the knowledge they need for their now role. A ‘buddy’ system can provide support informally to help new employees settle in; ensuring new starters understand the learning and development opportunities available to them.

**1.1 Using a formal induction Course**

For a larger organisation, the induction process is likely to be a combination of one – to –one discussions and more formal group presentations, which may be given within an induction course.

**1.2 Evaluation**

The induction process should be monitored to determine whether it`s meeting the needs of the new recruits and the organisation. Monitoring should include opportunities for feedback.

**Sample Employee Induction Checklist**

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| **Employee Information** | |
| **Name:** | **Start Date:** |
| **Position:** | **Manager:** |
| **Pre - Employment** | |
| **Item:** | **Responsibility:** |
| * Email with offer, contract, employee handbook, payroll forms, benefit and pension info | **HR Function** |
| * Signed offer letter and contract | **New Hire** |
| * Complete new hire details form with bank details | **New Hire** |
| * New hire instruction email to relevant teams | **HR Function** |
| * Welcome email to new hire (confirming what to expect on first day, who to ask for at front desk, confirmation of buddy, etc.) | **Manager** |
| * Organisation of laptop, systems set up and access, office and desk/work station | **IT/Facilities/Payroll/Security/Manager** |
| * Schedule induction day (once per month; calendar invite to new hire and manager) | **HR Function** |
| * Assignment of `Induction buddy` | **Manager** |
| * Employee entered into Employee System | **HR Function** |
| **First Day** | |
| **Item:** | **Responsibility:** |
| * Welcome message to new hire`s email address confirming name of buddy and role of buddy in helping them settle in (buddy cc`d on email) | **HR Function** |
| * Induction pack on new desk | **HR Function** |
| * Introduction to buddy and team | **Manager** |
| * IT training | **IT** |
| **First Month** | |
| **Item:** | **Responsibility:** |
| * Check - in | **HR Function** |
| * One month review (any concerns) | **Manager** |
| * Welcome bulletin with photo and short bio | **HR Function** |
| **Six Months** | |
| **Item:** | **Responsibility:** |
| * End of probation | **HR Function** |
| * Additional training needs | **Manager** |
| * Staff headshot | **HR Function** |
| **First Year** | |
| **Item:** | **Responsibility:** |
| * One year performance review / evaluation | **Manager** |
| * Feedback on induction experience | **New Hire** |

**HR Specific**

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| **Pre - employment** |
| Offer letter and contract  Employee handbook  Agreements / statements (re: data protection, confidentiality, etc.)  New hire Form  Benefit and pension info  Inform IT/Facilities/ other relevant departments of new hire  Schedule induction day  Employee entered into Active Directory  Bio and photo collected for monthly welcome bulletin |

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| **First day** |
| HR to greet new hire in lobby at 9am → bring to department and introduce to manager  Manager introduce to rest of team / tour of office / show work station  ~ 10am: HR give tour of building to new hire (covers some health and safety / compliance)  Bring to IT relevant training (either at employee`s workstation or other location decided by IT)  ~ 11:30am: HR induction (organisation information, culture and values, benefits, other policies)  Return employee to work station |

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| **First week** |
| One week check-in with employee to see how they are doing (email?)  Role – specific training by team / manger  VDU risk assessment  Team lunch if they could not facilitate on first day |

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| **First Month** |
| HR check – in with employee to see how they are doing (email?)  Induction feedback from employee (link to survey included in check – in email (?)  Encourage manager to check – in with employee regarding their first month (?)  Employee bio and photo in monthly welcome bulletin (sent to Derek) |

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| **Training** | | |
| □ Health & Safety | □ IT training (if applicable) | □ Ethics |
| □ GDPR | □ cyber Security | □ other – role – specific training, etc. |
| □ Induction Welcome Video | □ Tone of Voice |  |

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| **Policies** | | |
| □ Employment policies (business expenses, confidentiality, dress code, equal opportunities etc.) | □ IT training (if applicable) | □ Data protection and privacy |
| □ Disciplinary/ Grievance policies (bullying, harassment and sexual harassment, disciplinary and grievance) | □ cyber Security | □ Fraud – Theft Protocol |
| □ Other T&C in employee handbook | □ Tone of Voice | □ Severe Weather Protocol |