

## 3.8 Induction Program

A proactive induction program places the new employee into the organisation, the role and the workplace. This context setting is vital to manage the transition into the role and plays a big part in establishing the employer/employee value proposition.

Induction isn't just showing your new employee their work station, giving them a tour to meet and greet other employees. It also isn't just a compliance task to show the new employee emergency exits.

The following activities are a good start:

- Providing the organisational mission, objective and vision.
- Giving the employee an understanding of how they will contribute to the mission, objective and vision.
- Introductions and overviews of key stakeholders and their own teams.
- Detailed discussion on the duties and tasks of the role.
- Performance measures that will be implemented.
- Probation requirements if appropriate.
- Introductions to external stakeholders.
- Detailed discussions and agreements on data management, confidentiality and other privacy issues.
- OH&S requirements and procedures (including emergency procedures).
- Detailed discussions on the organisation pay procedures.

Induction processes can be overwhelming, especially on the first day for a new employee – pacing the induction process over a period of time spreads activities and tasks allowing for this information to be digested and learned. Using different resources and learning methods can also make the process interesting and interactive.

A proactive induction process documents the process and allocates responsibilities to tasks to ensure that they have been completed in a timely manner. It is important that both the new employee and the facilitator of the induction process record their acknowledgement of the tasks completed. This acknowledgement forms proof that the new employee has been provided with the resources, tools and information of the job, company compliance and safety. This acknowledgement should be filed within the new employees personnel file.

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