INDUCTION PROCEDURE

Purpose

's Induction Procedure aims to help all new employees adapt to their new job and the company effectively by:

- Reducing anxiety often experienced by new starters and making them feel part of the team
- Making new starters aware of 's policies and procedures in regards to HR, OHS&E, employment conditions, culture and providing general information about the business
- Identifying their current skills and providing required training and professional development

Scope

This procedure applies to all employees and contractors.

Definitions

Position Description (PD)	A Position Description lists the Position Title, Location, Functions and Tasks, Relationships, Limits of Authority and Performance Measures including Quality and Health and Safety responsibilities and includes a Position Specification.

Procedure

Direct Employees (Casual/Permanent)

Prior to the new employee's first day:

- A Letter of offer and relevant forms including Position Description should be distributed out as per the Recruitment Procedure PRO01
- Ensure items on the New Employee Checklist (FOR20) are received and or prepared i.e. check if Finance are still awaiting information and that IT and Operations are aware of the new employee
- Prepare first day material using:
    - Induction checklist (FOR06)
    - E-mail/ Internet Form (FOR08) and Confidentiality agreement (where applicable) (FOR07)
- Ensuring initial documentation is received back
- All staff are informed of the new employee's name, role, responsibilities, commencement date and time

On the new employee's First Day:

- The nominated first contact will be available to greet the new starter in a friendly manner and give a tour and introductions
- Prior to starting work, the new employee should go through the first page of the Induction Checklist (FOR06) in conjunction with relevant policies and procedures and to ensure the new employee has an understanding of the key information provided to them
- Where relevant go through and sign Position Description
- If not received prior to starting, the new employee should hand in relevant forms to payroll processing which will be kept in confidential personnel files
- The original copies of any certificates/credentials and qualifications given to the relevant person for filing in personnel file
- All personnel files are kept confidential and will hold all the relevant forms and information

At the end of the first month, the person whom the employee reports to should have a general discussion (if required) with the new employee to discuss any relevant issues/questions and or concerns the new employee may have. This discussion may also be useful to identify any training issues which may have arisen and organise either further internal or external training as required.

If you haven't received a completed choice of super fund form from a new employee and a super contribution is due, to avoid penalties you must request the employee's stapled super fund from the ATO and make the payment to that fund by the due date.

Probationary Review information please refer PRO01.

Documentation

Induction Checklist	FOR06
New Employee Checklist	FOR20