
INDUCTION PROCEDURE

Purpose

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 them aware of policies and procedures in regards to HR, OHS&E, employment conditions, culture and 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)	As per PRO05, 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.
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PROCEDURE

Direct Employees (Casual/Permanent)

Prior to the new employee's first day:

1. A Letter of offer and relevant forms including Position Description should be distributed out as per Recruitment procedure ([PRO01](#) for Employees).
 2. 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.
 3. Prepare first day material using:
 4. Induction checklist ([FOR06](#)).
 5. E-mail/ Internet Form ([FOR08](#)) and Confidentiality agreement (where applicable) ([FOR07](#)).
 6. Ensuring initial documentation is received back.
 7. All staff will be informed of the new employee's name, role responsibilities, commencement date and time.
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On the new employee's First Day:

1. The nominated first contact will be available and greet the new starter in a friendly manner and give a tour and introductions.
2. 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.
3. Where relevant go through and sign Position Description.
4. 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.
5. The original copies of any certificates/credentials and qualifications given to the relevant person for filing in personnel file.
6. 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 that may have arisen and organise either further internal or external training as required.

Probationary Review information please refer [PRO01](#).

DOCUMENTATION

Induction Checklist	FOR06
New Employee Checklist	FOR20