



## Employee Induction Best Practices

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An induction process is absolutely vital for new hires. Good induction training ensures new hires are settled in quickly and happily to a productive role.

Induction training is more than skills training. It's about the basics that seasoned employees all take for granted - where the noticeboard is, what's the routine for holidays, sickness; where's the canteen, and so on; and just as importantly about training in the 'way we do things here' - what's the dress code, how we answer the phone etc.

Research has shown that an effective induction is critical to both early productivity and long term employee retention.



BEST PRACTICE	WE DO THIS? Y/N	COMMENT
<b>PREPARE FOR THE NEW EMPLOYEE</b>		
Prepare a work area for the new employee		
Have all necessary equipment and materials ready		
Decide on a mentor or buddy (if applicable)		Same age, grade as the new hire.
Set up Internet and email access		
Arrange schedule of activities and responsibilities for induction with supervisor		
Prepare all materials, documents etc. required for induction as an Induction Pack		<p>Documents to be given to new employee at induction meeting e.g.:</p> <ul style="list-style-type: none"> <li>▪ Employee welcome letter</li> <li>▪ Vision statement / Company history</li> <li>▪ Safety practices</li> <li>▪ Key policies e.g. sexual harassment, private use of company property etc.</li> <li>▪ Telephone answering procedure</li> <li>▪ Any other documentation required by law</li> </ul> <p>Forms for employee to read, complete/sign and return e.g.:</p> <ul style="list-style-type: none"> <li>▪ Job application (if not already completed)</li> <li>▪ Taxation information</li> <li>▪ Workplace safety training documentation</li> <li>▪ Employee emergency contact information</li> </ul>
Prepare a work plan		<p>The first day or two should cover the bare essentials, the first three or four weeks should be learning by a mix of approaches; the three to six month period should gradually familiarise the new hire with all sections of the company.</p> <p>Plan a balanced introduction to the work, a mixture of explanation, observation, practice and feedback.</p>
<b>HAVE AN INDUCTION MEETING WITH THE NEW EMPLOYEE</b>		
Hold an induction meeting		<p>Topics to be discussed with new employee at induction meeting e.g. :</p> <ul style="list-style-type: none"> <li>▪ Salary: amount, payment schedule, method of payment</li> </ul>



		<ul style="list-style-type: none"><li>▪ Vacation and public holiday entitlement</li><li>▪ Sick leave entitlement</li><li>▪ Group health and life insurance information</li><li>▪ Profit sharing plan (if applicable)</li><li>▪ Work schedule and meal breaks</li><li>▪ Security (premises, property)</li><li>▪ Time sheets (if applicable)</li><li>▪ Workplace safety and first aid procedures</li><li>▪ Dress code</li><li>▪ Smoking policy</li><li>▪ Procedures for obtaining office supplies</li><li>▪ Procedure for making other purchases</li><li>▪ Computer logon</li><li>▪ Parking</li></ul> <p>Hand over the Induction Pack (see above)</p>
Put the new hire through a structured induction programme		<p>The training programme needs to cover three areas:</p> <ol style="list-style-type: none"><li>1. General training relating to the company, including values as well as vision, structure and history, etc.</li><li>2. Mandatory training relating to health and safety and other essential or legally required areas.</li><li>3. Job training relating to the role that the new hire will be performing.</li></ol>
Evaluate induction period training of new hire		Entails confirmation of their understanding, and feedback about the quality and response to the training.
Seek feedback on the induction programme		To assess its effectiveness and contribute to improving it.