Induction Policy & Procedure

1. Purpose of the policy/ Policy Statement	The purpose of this policy is to articulate the importance of inducting staff members (remunerates and volunteer) and to outline the processes involved in an induction.	

2. Detailed Policy Statement

Induction programs are to be held for all staff members (remunerated and volunteer) entering the workplace. The CI induction program is provided to new staff members to introduce them to their role and responsibilities and to the CI Mission, culture, ethos, community, organisational structure and the legal requirements associated with employment at CI**.**

3. Responsibilities

Human Resources

A representative from the HR team is responsible for coordinating and facilitating the overall induction process, which include:

- Ensuring the properties, facilities and IT requirements are met prior to the inductees start date
- Ensuring that a work station has been organized
- Welcoming the inductee to the organization and to the work unit
- Introducing the inductee to work colleagues
- Ensuring that the inductee has a clear understanding of her or his role and responsibilities
- Providing the inductee with documents or web addresses for accessing relevant information

4. Definitions

Inductee:	The new staff member entering the organization and scheduled to receive an induction program.
Induction:	The introduction of new employees to their new job, team, work section and the organization as a whole

5. Related Policies/ Reference for more Information

Related Policies:	'6.31 Recruitment and selection policy & procedure'

6. Implementation Procedures

8.1. PREPARATION OF INDUCTION

The hiring manager is to advise their respective work unit team members of the new staff member's commencement date. The hiring manager must always consider assigning a team member as a mentor/ buddy for the new staff member.

It is the responsibility of the IT director to organize:
- The set-up of a workstation
- Email and IT access
- The set-up of a telephone system

HR must ensure to notify the IT director of the inductees start date as soon as it is established to ensure all of these requirements are met prior to the inductees starting date.

HR must also prepare the inductees induction pack which include all of the following compiled into a manila folder:
- Staff Induction Checklist
- Staff Deeds Form
- Extra Staff Deeds Form Signature Page
- Computer Policy Form
- Extra Computer Policy Form Signature Page
- Staff Contact Details Sheet
- Black Exercise Book
- Cultural Infusion Pen
- Staff Welcome Letter

8.2. THE INDUCTEES ARRIVIAL

When an inductee/s arrives, the receptionist is to greet them and inform HR of their arrival.
The receptionist directs the inductee to the couch and offers them a beverage (water, coffee or tea)

HR is to greet the inductee and directs them to the meeting room where the induction program will be held.

8.3. INDUCTION PROGRAM PROCESS

The steps involved in an induction program process are as follows:
(HR is required to fill out the induction checklist whist facilitating the induction program)

Step 1.   An outline of the structure of the induction program and the topics to cover will be given to the inductee

Step 2.   Inductee is given a company background overview

Step 3.   Details of the inductees contract/ role are discussed

Step 4.   Inductee is given the general office details, rules and regulations

Step 5.   Inductee is given an overview of the OH&S and security policy and procedures

Step 6.   HR is to explain the forms and documents included in the induction pack
(HR must let the inductee know which forms are for them to keep and which forms must be signed and given to HR to file)

Step 7.   Inductee is given a tour of the entire workplace and introduced to the CI team

Step 8.   Inductee is shown to their designated work station