

New Employee Inductions Full Index



New Employee Inductions



Table of Contents

| | |
|---|-----------|
| Welcome | 2 |
| What Is A New Employee Induction? | 7 |
| Why Is Induction Important For New Employees? | 8 |
| Why Is Induction Important For Businesses? | 8 |
| Induction as a retention strategy..... | 8 |
| Induction as a productivity strategy..... | 9 |
| Induction as a financial strategy | 9 |
| Induction Checklists..... | 10 |
| What Should You Send to An Employee Before They Start? | 10 |
| What Should You Say In The Welcome Letter? | 12 |
| Verbal, Electronic or Video Inductions | 13 |
| Verbal Inductions | 13 |
| Online/Cloud-based Induction | 14 |
| Video Inductions | 14 |
| Who Should Do The Induction? | 14 |
| Things To Prepare Before The Employee Starts..... | 15 |
| Induction Checklist..... | 15 |
| HR forms | 15 |
| New Employee Induction Manual..... | 16 |
| Jargon Sheet..... | 16 |
| Contact list | 17 |
| Furniture, stationery and equipment..... | 17 |
| Notify other employees | 18 |
| Plan to balance the orientation tasks | 18 |
| Make time available in your diary..... | 19 |
| Arrange Key Meetings | 19 |
| Book training..... | 19 |
| What Is An Induction Buddy And Why Do You Need One? | 20 |

| | |
|---|-----------|
| Choose induction buddies carefully | 20 |
| The Pre-Start Phone Call | 21 |
| The New Employee’s First Day - Things to Cover in your Employee Induction..... | 21 |
| HR Paperwork | 21 |
| Company Overview | 22 |
| Company Expectations & Processes | 22 |
| Position Description | 23 |
| Phone and Address Details | 23 |
| Technology..... | 24 |
| Safety and Security..... | 24 |
| Workplace Tour..... | 24 |
| Meet and Greet..... | 24 |
| Diary Meetings | 24 |
| Specific Induction Topics: Harassment and Bullying..... | 25 |
| Specific Induction Topics: IT & Cybersecurity | 25 |
| Specific Induction Topics: Workplace Health Safety..... | 26 |
| Specific Types of Inductions: Site Inductions & Task Inductions for Construction | 27 |
| Specific Types of Inductions: Casual/Contractor/Work Experience/Volunteer Inductions | 28 |
| What to include in a casual, contractor, work experience or volunteer induction | 29 |
| Specific Types of Inductions: Manager Inductions | 30 |
| First-time supervisors or managers | 31 |
| What to include in a management induction?..... | 31 |
| Job performance expectations..... | 31 |
| Job constraints | 32 |
| Stakeholder relations | 32 |
| Behaviour and culture..... | 32 |
| Procedures and policies | 32 |
| Specific Types of Inductions: Promotion/Transfer Inductions | 33 |
| What To Do After The First Day | 34 |
| Probation Reviews..... | 34 |

Probation Review Process 35

One Month Probationary Period Review 35

Three Month Probationary Period Review (or whatever timeframe you use as your Probationary Period) ... 36

Probations That Go Off the Rails..... 37

Common Induction Problems **38**

Conclusion **39**

What Is A New Employee Induction?

You have made it through the interview and hiring process, and now have a brand-new employee coming on board with your business. The important part is over, right? Wrong!

New employee induction (also known as orientation or onboarding) is a critical human resource process to help new staff quickly understand their role, delegations and responsibilities, and become a productive and valued part of your team.

It is also the time when your new employee forms opinions about your company, and decisions made as to whether or not to stay with your company long term.

The induction processes you follow dramatically affect your business and can have permanent impacts. Remember, you only get one chance to make an excellent first impression!

Employee induction is the process of introducing a new employee to your business and their new role. It is designed to:

- Take care of administrative procedures required to get the employee on your payroll system.
- Outline your company values, direction and expectations.
- Clarify the duties and work requirements of the new role.
- Introduce the new employee to your team, key stakeholders and clients.
- Take the new employee through essential workplace health and safety training to ensure they can safely perform their duties in the workplace.
- Ensure the new employee knows how to operate the technology or machinery required in your business safely.
- Provide support to your new employee so they can perform at their best.

New Employee Induction Manual



TABLE OF CONTENTS

- WELCOME 2**
- ABCD NEW EMPLOYEE INDUCTION MANUAL 2**
- WELCOME FROM THE MANAGING DIRECTOR 5
- GENERAL INTRODUCTION 6
- WHAT MAKES ABCD SPECIAL? 6
- CORPORATE GOALS..... 6
- OUR PEOPLE..... 6
- INDUSTRIAL AWARDS AND AGREEMENTS..... 6
- HOURS OF WORK, ROSTERS AND TIMESHEETS..... 7
- SALARY, PAY, SUPERANNUATION 8
- WORK RELATED EXPENSES 9
- UNIFORMS 9
 - General Appearance and Hygiene..... 10*
- LEAVE ENTITLEMENTS..... 10
 - Annual leave..... 10*
 - Personal leave (includes Sick Leave, Carers Leave, etc.)..... 11*
 - Applying for leave..... 11*
 - Study leave 12*
 - Other leave 12*
 - Leave without pay 13*
 - Long service leave..... 13*
 - Christmas Closedowns..... 13*
- STAFF DISCOUNT 13
- LEARNING AND DEVELOPMENT 14
- PROBATION 14
- PERFORMANCE REVIEWS..... 15
- PERSONNEL RECORDS..... 15
- ANTI-DISCRIMINATION 15
- WORKPLACE HARASSMENT, BULLYING AND RACIAL VILIFICATION 17
 - Definition of Workplace Bullying..... 17*
 - Definition of Sexual Harassment 18*
 - Actions That Are Not Bullying or Harassment 19*
 - Responsibilities of Employees..... 20*
 - Responsibilities of Managers..... 20*
 - Consequences of Breach of Policy 23*

ABCD NEW EMPLOYEE INDUCTION MANUAL

- ALCOHOL AND DRUGS 23
 - Illegal or non-prescription drugs* 23
 - Alcohol and Prescription Medicine* 23
 - Out of Work Hours Consumption* 23
- SMOKING 24
- ANTI-BRIBERY AND CORRUPTION 24
- INFORMATION TECHNOLOGY (IT) 24
 - Website Monitoring* 26
- INTERNET AND SOCIAL MEDIA 26
- EMAILS 29
 - Email Signatures* 29
 - Email Security* 30
 - Misuse of Email* 30
- PRIVATE MOBILE PHONES, INSTANT MESSAGING, PERSONAL CALLS AND PERSONAL MAIL 32
 - MP3/Music Headsets/Hand-held Games* 33
- MOTOR VEHICLES 33
 - Licensing* 33
 - General Conditions* 34
 - Parking and Traffic Infringements* 34
 - Fuel Cards* 34
 - Vehicle Maintenance* 35
 - Insurance Policy* 35
 - Safety and Security* 36
 - Roadside Assistance* 36
 - Accidents* 37
- GRIEVANCE PROCEDURES 38
- WORKPLACE HEALTH AND SAFETY 38
 - Managers* 39
 - Abcd’s Workplace Health and Safety Officer* 40
 - Employees* 41
- FIRST AID 42
- CODE OF CONDUCT 42

New Employee Induction Forms



New Employee Induction Forms

| | |
|---|----|
| Position Description | 3 |
| Welcome Letter | 5 |
| Letter of Appointment (Casual)..... | 7 |
| Letter of Appointment (Part-Time/ Full Time)..... | 10 |
| New Employee Checklist..... | 14 |
| Paperwork..... | 14 |
| Equipment and Technology | 15 |
| Communication | 16 |
| Diary appointments | 16 |
| Induction Form - General | 17 |
| Induction Form – Manager/Supervisor | 20 |
| Employee Details Form | 24 |
| Transfer/Promotion (Part-Time/ Full Time) | 26 |
| Timesheet | 28 |
| Probation Evaluation Form..... | 29 |
| Probation Success Letter | 34 |