

New Employee Inductions Full Index



New Employee Inductions



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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



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