# [Company]

# INDUCTION PROCEDURE

### Introduction

The purpose of an induction procedure is to assist a new employee in the "settling down " process.

Starting a new job is a stressful experience, due to new situations and demands plus fears of looking stupid. During the settling-in period, a new employee is unlikely to be effective or fully productive and may even leave if the feelings of unease are strong enough.

It is therefore worth spending time on effective induction, as real cost savings can be made on avoidance of accidents caused through unfamiliarity, rapid achievement of full productivity and avoidance of costs incurred in unnecessary recruitment to replace lost employees.

### How to induct successfully

To achieve successful induction, a systematic plan should be followed. This is to enable records to be kept and thus ensure that information is not missed out.

A check list of points to be included in induction is attached.

Although induction is of vital importance to new employees, anyone who is promoted or transferred from one job to another should also be inducted.

In general, the aim of induction should be to convey a clear picture of the working of the organisation.

### First Contact

The Human Resources Department / Line Manager will be the first calling place for new employees. The following points will be covered: -

A warm welcome to [Company]. The Company and employing Department management structure will be outlined and a brief description of the Company given.

Employee Qualifications / Training / Professional Registration details (as appropriate.) will be re-confirmed and copies taken for the personnel file.

The importance of maintaining appropriate professional qualifications if required will be emphasised and attention drawn to the contractual requirement to do so.

The need for confidentiality regarding the Company will be highlighted.

Pay scales and allowances, method of payment, holiday entitlements, hours of work, pension scheme and trade union arrangements will be explained in detail.

All relevant employment details will be timeously forwarded to the for Payroll processing

Information will be given on the Absence policy and procedure, including method of reporting absence.

The Discipline and Grievance procedures will be fully explained and written copies of these supplied.

The Company policy on smoking / vaping will be detailed.

Brief tour of building, including canteen / break facilities and introductions where appropriate.

Any required occupational health assessment arranged, with action taken as necessary.

Any necessary adjustments are discussed and check that all necessary arrangements have been put in place for individuals who have a disability.

Ensure the new employee does not currently require any further information.

Confirm induction details and complete induction form.

Arrange escort to working location.

### Employing Department.

A chosen representative (mentor) of the employing Department should conduct the new employee to their new Department. The mentor should act as a guide to the new employee during the allocated induction period.

The following points should be covered:

Further detail on the Departmental structure should be given, supplying names of key personnel.

Introductions should be made to managers, other members of staff with whom the employee will be working. The aim should be to put faces to the names already given.

A tour of the Department should be given, indicating the location of fire alarms, first aid equipment, toilets and catering facilities etc

Specific job responsibilities should be explained, referring to the job description if necessary.

Safety precautions should be emphasised.

Procedures relating to personal accident reports should be explained.

In general, the Department should avoid giving too much information in the first day. Vital information must be emphasised but, in general, queries should be dealt with as they arise.

The new employee should ideally be involved in some practical work during the first day.

### Follow-Up

It is important that the line manager / supervisor follows up on the initial induction within the first week.

Employees should be asked how they are settling in and whether they require any additional information.

Views on the induction procedure should be sought and noted. Any comments should be related in writing to the appropriate Department, so that changes may be made as required.

## INDUCTION CHECKLIST - HR / LINE MANAGER

 1) Management Structure / Company Literature / Confidentiality

 2) Probation period arrangements (if relevant)

 3) Proof of right to work in UK and Qualifications & Training certificates

 4) Collection of personal details, bank account details and emergency contact

 5) Salary Details

 6) Method of Salary Payment

 7) Issue of security pass / login details for Company systems

 8) Hours of Work

 9) Holiday Entitlement

 10) P45 / National Insurance Number

 11) Pension Scheme information and auto-enrolment details

 12) Sickness Absence Policy and reporting arrangements

 13) Discipline & Grievance

 14) Tour of Building

 15) Fire / Health & Safety Procedures

 16) Issue of any equipment, keys, uniform etc.

 17) Other topics covered:

I CONFIRM THAT THE ABOVE INDUCTION POINTS WERE FULLY EXPLAINED AND THAT I UNDERSTAND THEM

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## INDUCTION PROCEDURE - DEPARTMENT CHECKLIST

 1) Department Structure & Function

 2) Staff Introductions

 3) Department Layout & Facilities

 4) Location of other Departments & Wards & Working Relationships

 5) Working Procedures

 6) Role of New Employee, including confidentiality requirements

 7) Hours of Work

 8) Absence Policy

 9) Security Procedures

 10) Fire / Health & Safety Procedures

 11) Other topics covered:

I CONFIRM THAT THE ABOVE INDUCTION POINTS WERE FULLY EXPLAINED AND THAT I UNDERSTAND THEM

 Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_