For better
mental health

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Staff Induction Policy

Induction is the process of introducing a new employee to their new job and workplace. It begins when they are offered their new post and ends with the successful completion of their probationary period. After someone has successfully completed their probationary period it is assumed that they are fully inducted into their new role and that further development and training needs will be addressed through their continuing professional development and training. The probationary period might be extended for those who require a further period of induction.

A good induction procedure is beneficial to both the new employee and the organisation. It helps the new employee understand what will be expected of them and identify and meet any immediate training needs as well as helping them assimilate into the new work environment by getting to know other members of the team/organisation, knowing their way around and understanding how systems work. This will boost confidence and enable them to start working effectively in their new role. However, it is important to allow the new employee to bring their own ideas and experience into their role. Seeing a job with new eyes, as a new employee will do, can be very valuable for challenging assumptions and identifying how improvements can be made.

Induction is also necessary for existing employees taking up a new role or job in an organisation.

Stages of Induction

Before the employee starts work

Induction begins when the new employee has been offered and they have accepted the post. A start date should then be agreed and if it is a part time post, the days and times they will be working. They should also have been given a statement of the terms and conditions of employment. Before they start work the new employee should know the following;

- The time and place they should arrive on their first day.
- Transport arrangements such as public transport, parking facilities etc.
- The name of the person who will meet them when they arrive.
- Who their line manager will be.
- Any dress code and any equipment they need to bring with them.

Sometimes a new employee might request or be invited to meet their new line manager before they actually start work. This might be the case if they have to give a long notice period and it will be a number of months before they take up their new job. However, there should be no expectation that the new employee should do this and they should not be put under any pressure.

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The work environment
This begins when the new employee starts work and mainly involves the practical issues such as;

- Where they will be working
- Being shown round the building(s) that they will be working in
- Lunch and coffee breaks
- Time recording procedure
- Introduction to line manager and work colleagues

During the first week the new employee should be introduced to systems such as the phone, computer systems and email, post, alarms, opening up and closing procedures etc. The new employee should have access to the staff handbook which should contain information about their employment. They should also be expected to read through and understand the policies of the organisation that they will be expected to work within. Some organisations require that all new employees undertake specific training for example in health and safety or equal opportunities during their induction period.

Job Instruction
This stage is more focussed on induction into the new role and what will be required of them. It will usually involve going through the job description with their line manager prioritising the work and setting targets. Any immediate training needs will be identified. The line manager will identify key people for the new employee to meet and will help set up meetings if necessary. The new employee should be given tasks to doing at an early stage in their induction as this will help them feel like they have started work and are part of the organisation. It will also help them learn by experience and understand how systems work by actually using them.

The Organisation
This is induction into the organisation. It will involve providing information about the organisational structure, aims and objectives and governance. The new employee might be invited to a Trustee meeting or to meetings of other teams within the organisation.

All the above areas should be covered during the induction.

Responsibility for drawing up the induction lies with the line manager. An induction should be employee centred, flexible and interesting and as the induction progresses the employee should be able to contribute to the plan. Developing a written check list is a useful tool, both to ensure that all areas are covered and also as a written record for the new employee to refer to. The line manager and new employee should meet up on a regular basis during the induction period in order to check out how they are settling in, to evaluate how the induction is progressing and to identify any actions that need to be taken.

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Evaluation
It is important to evaluate the induction process to inform the induction plans for future employees. This should include the employee and their line manager plus any other relevant members of staff or volunteers.

Policy agreed by Directors on 13th January 2009.

Policy due to be reviewed on January 2011.