

Induction Programme

Settling in your new starter

**Frankly; it's not *just* about
recruitment.**



Fantastic, we have found you the perfect candidate for your role. Our job doesn't end there. We want to support you and your new member of staff during the "settling in period".

Do you have a plan?

Starting a new job and joining an established team can be terrifying and the fear of looking stupid debilitating. If the feeling of unease is strong enough you may lose the candidate you worked so hard to find.

It is therefore worth spending the time on an effective induction.

A well planned, well managed induction will avoid accidents and will increase the speed of full productivity as well as avoid costs incurred in unnecessary recruitment to replace the lost employee.



The First Contact

Usually the first contact will be with HR or a Line Manager. This person should aim to give a clear picture of the working of the business.

- A warm welcome to the company – don't leave your new starter hanging around waiting for you!
- Pay – Address method of payment, holiday entitlements, hours of work and any benefits.
- Take payroll information
- Provide a staff handbook if available or make clear information on absence reporting, policy and procedures
- Do they smoke? Communicate smoking areas and policies
- Confirm induction process
- Ensure the employee has opportunity to ask questions



Induction Checklist – HR/Line Manager

1. Management Structure Information
2. Take copies of ID, qualifications
3. Take emergency contact details
4. Give salary details
5. Method of salary payment
6. Banking details
7. Hours of Work
8. Holiday Entitlement
9. P45/NI details
10. Absence Policy information
11. Fire/Health and safety
12. Staff Handbook
13. Escort to line manager/supervisor



Meeting the Team

Make sure everyone is expecting the new starter and are aware what they will be doing.

Have you prepared their desk, arranged IT systems, logins and facilities? *Do this before they arrive.*

- Give details of the department structure
- Introduce everyone by name and role
- Tour the building identifying eating areas, toilets, fire exits and cloakrooms
- Introduce a mentor/buddy. Someone who is prepared and ready to be there to answer questions

It is important to do some practical work on the first day but try not to overwhelm.





Induction Procedure – Line manager/supervisor

1. Department structure Information
2. Introductions to all team members
3. Building layout and facilities
4. Working procedures
5. Break times
6. Role of new employee
7. Absence process
8. Security procedures
9. Fire/health and safety procedures
10. 121 questions from employee
11. Handover to buddy
12. Introduction to some practical work



We're not done yet!

An induction programme should span the first month of employment as a minimum.

There are many free templates to create an induction programme for your new employee.

The essential criteria is:

- What you want to cover
- When
- Where
- With who

Involve as many other team members as possible in training and induction to integrate your new team member as quickly and comfortably as possible.

A well managed introduction improves retention, loyalty and cost to your business.



Don't forget us!

Your consultant will remain in contact with you throughout the first few weeks of employment.

Our role is to ensure that both you and your new employee are happy.

The relationship we have with the candidate allows us to raise concerns and nip issues in the bud before they grow.

If you feel that your new team member is not working out, we are able to liaise directly with the candidate to see if improvement is possible. If not, we want to ensure the impact of this is minimal on time and cost.

If you want support in creating a full induction programme; please contact your consultant on 01793 514441

Happy Staff = Productive Teams

