



STAFF INDUCTION POLICY ERJ 6.5.1

INTRODUCTION

Edmund Rice Justice Aotearoa New Zealand Trust is committed to inducting all new employees, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

PURPOSE

The purpose of this document is to ensure that new employees, volunteers and contractors have a smooth transition into the organisation and their roles.

DEFINITIONS

New employees refers to both recruits to the company (including contractors, casuals, volunteers and temporary staff), and staff transfers and promotions.

POLICY

This Policy applies to employees responsible for conducting Inductions within Edmund Rice Justice Aotearoa New Zealand Trust.

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into Edmund Rice Justice Aotearoa New Zealand Trust in a manner as described in the procedures accompany this policy document.

AUTHORISATION

Chair

2015

Edmund Rice Justice Aotearoa New Zealand Trust

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Responsible person	ERJANZ Trust Board	Scheduled review date	March 2017

STAFF INDUCTION PROCEDURES ERJ 6.5.1

RESPONSIBILITIES

It is the responsibility of the **Chairperson** to ensure that:

- an Induction Coordinator is assigned who will be responsible for arranging the induction of new employees;
- all new employees participate in an induction program.

It is the responsibility of the **Induction Coordinator** to ensure that:

- An induction kit (electronic or hard copy) is developed, containing relevant documents, including information about Edmund Rice Justice Aotearoa New Zealand Trust policies;
- The induction kit is kept up to date with relevant information;
- The quality of the induction process is maintained.

It is the responsibility of the **Board** to ensure that:

- The Induction Coordinator is notified of any new starters.

PROCEDURES

The Induction Coordinator must schedule all new employees to attend an induction on their first day of employment, nominating the area where the induction will be conducted and ensuring all necessary resources are available (e.g. enough chairs, DVD player, overhead projector, refreshments, etc.).

In cases where a new employee cannot be inducted by the Induction Co-ordinator (e.g. night shift), the Induction Coordinator must arrange for an appropriate Manager or Supervisor to carry out the task.

An appropriate amount of time and expenditure should be used to ensure the communication of required information, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

The Induction Coordinator should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Induction Coordinator should assign a “mentor” who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff, be involved in giving feedback, etc.

The Induction Coordinator is responsible for following up the employee’s induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Induction Coordinator should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate Manager sign the Induction Checklist on completion.

Follow Up

The Induction Coordinator should ensure that each employee completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Human Resources Department.

RELATED DOCUMENTS

- Staff Recruitment Policy

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APPENDIX A

RECRUITMENT INDUCTION CHECKLIST

Employee Name: _____

Date of Commencement: _____

Position: _____

Employment Type: Full-Time Part-Time Volunteer Contractor

(tick appropriate box)

WELCOME

Welcome new starter to the organisation.

Provide copies of:

- Employee Handbook
- All Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, and sexual harassment policies and procedures
- Other relevant policies

INTRODUCTION

Provide an overview of the organisation, including:

- Mission
- Size
- Organisational structure
- Services provided
- Introduce employee

CONDITIONS OF EMPLOYMENT

Provide:

- Position description
- Relationship of job to other jobs within the organisation
- Leave entitlements
- Remuneration and superannuation
- Professional image
- Training and development

WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- Tea room/canteen
- First aid facilities
- Car Parking / public transport
- Noticeboards

Provide overview of local area:

- Local shops/facilities
- Public transport

Introduce new employee to:

- Managers and Supervisors
- Other employees
- Occupational health and safety representatives
- First aiders
- Fire wardens

MENTOR

Assign a person to act as mentor for the next two weeks

Name of Mentor: _____

EVALUATION

Distribute Induction Evaluation for the employee to complete within three weeks.

CONFIRMATION OF COMPLETED INDUCTION

Employee Name: _____

Employee Signature: _____

Date: _____

Manager/Supervisor Name _____

Manager/Supervisor Signature: _____

Date: _____