# EMPLOYEE INDUCTION PROCEDURE		Document # AOH-HR024	Print Date N/A
		Prepared By: DCO	Date Prepared: 2 Nov 2015
Effective Date: Draft	Revision # 0.7 (V3 when approved)	Reviewed By:	Date Reviewed:
Compliance: *Induction Policy*		Approved By: Business Manager	Date Approved: 7 December 2015

PURPOSE

The purpose of induction is to formally welcome a new employee to the Archdiocese of Hobart (Archdiocese) and to the Agency or Business Unit he/she has joined. It provides a participant with an opportunity to gain an understanding of the Archdiocese's/agency's culture, values and strategic agenda and delivers essential information about the Archdiocese's/agency's expectations of its employees in key areas including performance and Work Health and Safety.

A properly conducted employee orientation should:

- Reinforce the employee's decision to join the Archdiocese;
- Enable the employee to commence work in an effective manner;
- Clarify expectations;
- Promote enthusiasm about the employee's role;
- Link the new employee to the Archdiocesan work and networking structures; and
- Provide information about the employee's rights and obligations.

DEFINITIONS

Induction
An induction is a series of coordinated and scheduled actions, which aim to assist both the new employee and his or her colleagues to transition the new employee into their working environment. These actions occur in the period from when the employment offer is made, through to the full integration of the new employee into the organisation.

RESPONSIBILITIES

Heads of Agencies
Heads of Agencies/Business Units have the overall responsibility for ensuring that induction procedures have been implemented within their Agency, program or department.

Supervisor
The Supervisor of the new employee is responsible for ensuring that the new employee has been inducted according to this procedure.

New Employee
The new employee is responsible for cooperating with the employee induction process and clarifying any issues pertaining to their work.

NEW EMPLOYEE INDUCTION PROCEDURE

Documentation
The employee induction procedure must be documented on the new employee Induction First Day Form.

Timeframe
The pre-arrival and primary employee induction stages are to be completed within one week of the arrival of the new worker.

Process
The employee induction process can be divided into three stages:

i) Pre-arrival
ii) Primary employee induction
iii) Ongoing employee induction

Staging the employee induction in this way will allow the new employee to absorb more fully the information delivered.

i) Pre-arrival
Employee induction activities should begin before a new employee's first day at work. See New Employee Manager Preparation Checklist.

The Supervisor should attend to the following

- Check that documentation required by Human Resources & Payroll has been completed by the new employee and returned e.g. the employment contract, Tax File Number Declaration Form, relevant HR forms, etc.
- Organise physical location and work space to ensure that the new employee has appropriate equipment such as a computer, desk, chair, telephone, stationery, etc.
- Include a kit of helpful aids. These may include contact details (email and phone) of key workers, floor lay-out, an organisation chart of the Agency, list of useful web references, recent newsletters. Provide information about the Archdiocese and the Agency and include information about services available for workers.
- Prepare a meeting schedule for the first week – organise meetings with relevant workers, for example, Head of Agency, mentor (if applicable), key colleagues, etc.
- Shortly before the arrival of the employee, inform Agency workers that a new employee is due to commence work and include information about the position, reporting relationship and start date. Encourage team members to personally welcome the new employee.

ii) Primary induction
Primary induction provides an understanding of what is required in the role and covers basic accommodation and communication needs, information about the organisation, environment and health and safety information. It is the foundation on which the ongoing employee induction is built.

Note: The first day in a new job makes a big impression on a new employee.

To ensure that the first day and first week run smoothly the Supervisor should:

- Ensure that there is a schedule for the first week, which includes meetings with key co-workers, and job-specific and systems training needed in the new employee's role
- Where practicable, assign a mentor who can serve as a guide in the first few weeks of work

By the end of the first day the new employee should:

- Have an overview of the Archdiocese and their Agency, its philosophy and the work that it does
- Ensure that the paperwork has been completed and, as required, submitted to payroll, including:
    - Employee Details Form;
    - Tax File Number declaration;
    - Catholic Superannuation Fund Membership Application Form; or Super Choice Form
    - Banking - Financial Information Form;
    - Confidentiality Agreement;
    - Computing and Communications Usage Policy Agreement, and
    - Declaration of Work and Interests in Other Agencies/Organisations Form
- Have access to and from their work area and be familiar with amenities
- Have a workstation that is ergonomically adjusted to their requirements
- Have access to IT (computer, email, internet, etc.)
- Have a knowledge of emergency evacuation procedures

By the end of the first week, the new employee should have had the opportunity to discuss and clarify:

- An overview of the Agency's strategic direction, and its link to the new employee's role
- What is expected of them in their role and the function and responsibilities of the role
- When their probationary review meeting will take place and subsequent meetings to exchange frequent and regular feedback on their job performance
- The health and safety requirements of the role and the workplace
- Who the key members of staff are in the Agency
- The basic geography and facilities of the workplace
- What their training and development needs are and how these will be addressed

By the end of the second week, the new employee should have been given information on:

- The following six Archdiocesan Policies
    - Workplace Health & Safety
    - Anti-Discrimination, Bullying and Harassment
    - Rehabilitation
    - Claims and Injury Management
    - IT Computing & Communication Systems
    - Children and Young Persons Protection
- The Performance Management Process
- The Employee Assistance Program

The Supervisor is to set time aside at the end of the primary induction period for a meeting with the new employee. This will provide an opportunity for the new employee to have any queries clarified or concerns addressed.

It is also an opportunity for the supervisor to ask for feedback about how the new employee has found their first week/s of employment. It is crucial to evaluate each employee induction process so that improvements can be made that will benefit future workers.

At the end of the induction session, an employee must sign a specified form stating that they have taken part in the employee induction session and that the employee understands the various issues covered in the employee induction session.

iii) Ongoing Employee induction

Employee induction translates into supervision and ultimately into performance appraisal. New employees will transition into their new role quickly, efficiently and happily if special consideration is given to the following areas:

- **On the job Training:** The new employee is likely to require some on the job training to familiarise them with the work that is to be carried out, and the Agency's specific procedures. These will include any workplace health and safety requirements. The specific activities within job induction will be dependent on the demands of the role and the skills and knowledge that the individuals brings with them, and will be at the discretion of the line manager.
- **Regular Feedback on performance:** Providing regular feedback on the employee's performance will develop clear expectations around quality and quantity of the work delivered. These meetings will also provide a supervisor with relevant information to decide on employment confirmation at the end of the probation period.

ANNUAL EMPLOYEE ORIENTATION REFRESHER

All policies, procedures and methods of work are subject to change brought about by changes in legislation, strategic organisational direction, new knowledge or suggestions for improvement. For this reason it is important to provide re-orientation for existing employees on an annual basis, particularly with regard to any changing requirements or practices in workplace health and safety, anti-discrimination, bullying and harassment, safeguarding children procedures, and the like.

This annual orientation refresher does not obviate the need for having these matters as a regular agenda item during team meetings. This provides an opportunity, in a timely manner, to discuss any changes likely to affect such issues in the workplace, and to introduce and educate employees on any changes which have been made.

RELATED DOCUMENTS

The following forms are for the use of staff conducting employee orientation for new employees:

New Employee Manager Preparation Checklist
Induction First Day Form.
Employee Details Form
Employee Payroll Information Form
Oath of Confidentiality Form
Computer and Communications Usage Policy Agreement
Conflict of Interest Form
Declaration of Work and Interest in Other Organisations Form
Prescribed Person Status
Asset Checklist
Probation Assessment Forms.