 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: Human Resources	Pages: [03] Version No: [02]
	Policy Title Related to this procedure: Recruitment Policy	Date: [14/02/2011] Signed: <i>[Signature]</i>
MOP Title: Induction Process		Author: Catherine Pont

1. Scope

- 1.1. All YMCA of Sydney Staff

2. Purpose/Policy Statement

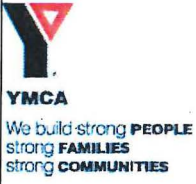
YMCA recognises the importance of ensuring all new staff members receive an induction to the organisation that makes them feel welcome and ensures information about organisational values and expectations, their position and future opportunities is made available to them.

3. Definitions

- 3.1. None

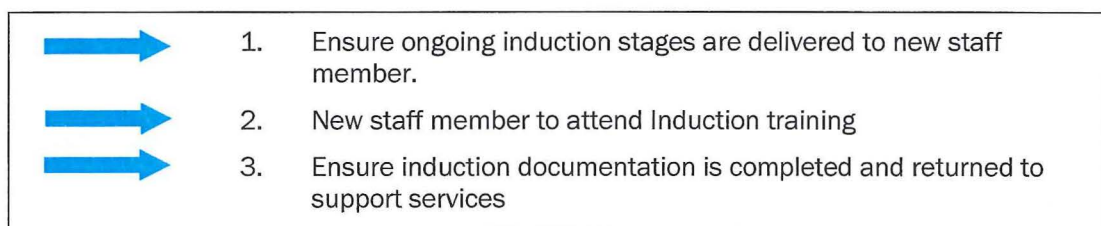
4. Procedure

- 4.1. Induction tasks to be completed in the first day
 - 4.1.1 Conduct a tour of the workplace with the new staff member to familiarise them with the bathrooms, kitchen, staff parking locations, first aid assistance and security codes and processes.
 - 4.1.2 Introduce to your work colleagues and key personnel within the organisation.
 - 4.1.3 Provide instruction to new staff member on how to use the Intranet, telephone, voicemail, fax and other office equipment.
 - 4.1.4 Instruct how to locate and access our workplace policies and procedures.
 - 4.1.5 Assign a mentor or buddy to assist with any directions or questions you might have.
- 4.2. Induction tasks to be completed in the first week
 - 4.2.1 Provide guidance and information on how team and position fits into the organisation.
 - 4.2.2 Organise meetings with key personnel.
 - 4.2.3 Organise one-on-one training to ensure you understand YMCA software packages and file management.
 - 4.2.4 Explain the YMCA performance and development processes.
 - 4.2.5 Develop a work plan.
 - 4.2.6 Advise on staff training and development opportunities.
 - 4.2.7 Advise on processes you must follow e.g. completing timesheets.

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- 4.3. Induction tasks to be completed in the first month
 - 4.3.1 Conduct follow up meetings to ensure staff member understands position outcomes.
 - 4.3.2 Discuss staff development and training options.
 - 4.3.3 Provide feedback on performance to staff member.
- 4.4. Induction tasks to be completed in the first 3 months
 - 4.4.1 Ensure staff members are provided with regular feedback and coaching as required.
 - 4.4.2 Ensure end of probation interview is conducted.
 - 4.4.3 Ensure staff member has participated in YMCA induction programs.
- 4.5. Induction & Training
 - 4.5.1 Ensure staff member attends YMCA induction training and information session. Session times available on Training calendar.
 - 4.5.2 Managers/Supervisors should work through staff Induction Manual with new staff member /or
- 4.6. Documentation
 - 4.6.1 Ensure staff members completes the induction checklist for new staff and the Induction sign off form located at the back of the staff induction manual or on the Intranet under HR, Induction.

5. Flowchart





6. Training Required (for this procedure)

- 6.1. None

7. Related Documents

- 7.1. Recruitment Policy
- 7.2. Staff Induction Manual
- 7.3. Training Calendar

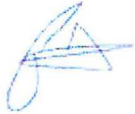
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8. Version History

Version	Date	Description of changes	Author	Effective Date
01	25/2/09	Initial procedure	C. Pont	25/2/09
02	14/02/11	Format Review	K. Pearson	14/2/11

I endorse the Recruitment Advertising MOP

Name Kylie Pearson
 Management Area Manager

Signature 
 Approving Manager

Date 14/02/11

