

MacKillop Family Services

HR-P-021 Induction and Orientation Procedure

1. PURPOSE

The Induction and Orientation process is designed to ensure the integration of new employees with MacKillop Family Services and with their local workplace in a timely and effective way. Induction and Orientation ensures new employees feel welcomed and valued. It enables new employees to quickly become contributing members to their new work team and to MacKillop Family Services as a whole.

2. SCOPE

This procedure applies in its entirety to all new MacKillop Family Services employees, including staff appointed on a permanent or contract basis and casual staff.

3. DEFINITIONS

Term	Definition
Induction and Orientation	Induction and Orientation is a process designed to ensure that a new employee is familiar with the workplace and with what is required to operate effectively within the workplace.
Probation	An initial period of employment during which both the employer and the new employee can determine whether or not they are suitable for ongoing employment.
Buddy	A designated colleague – other than the new employee's supervisor – whose role is to provide advice and guidance that helps to speed up the settling-in period.
Learning Management System (LMS)	A software application for the administration, documentation, tracking, reporting and delivery of elearning courses, training programs and other learning and development activities.

4. Procedure

4.1 Supervisors complete all onboarding requirements prior to the commencement of new employees to ensure a smooth and effective Induction and Orientation process.

- 4.2** New employees, their supervisor and their buddy should begin by familiarising themselves with the components and completion requirements of MacKillop's Induction and Orientation program. Details of the program – including supporting guidelines - are provided on the New Staff page of MacNet.
- 4.3** New employees work through the Induction and Orientation program with the support and guidance of their supervisor and buddy. Completion of the program is a shared responsibility between the new employee and their supervisor, with the new employee responsible for accurately recording completion of all required components. Supervisors monitor and ensure completion of program requirements within the required timeframes.
- 4.4** New employees manage their progress and record completion of program components using MacKillop's Learning Management System (LearnConnect) which also enables supervisors to monitor progress and completion. All program requirements must be completed during the Probation period.

REFERENCES

- HR-P-004 Probation Procedure
 - LearnConnect User Guides (online)
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Attachments:

- HR-F-019 Induction and Orientation Checklist – First Week
- HR-F-020 Induction and Orientation Checklist – First Six Weeks
- HR-F-021 Induction and Orientation Checklist – First Three Months
- HR-F-022 Induction and Orientation Learning and Development Matrix
- HR-F-032 Onboarding Checklist