

[insert organisation name/logo]

Staff Induction and Orientation Procedure

1. Overview of the Procedure

This procedure is a guide for [insert organisation name] staff in undertaking the induction and orientation of new staff. An induction and orientation is conducted in order to inform the new employee of the organisation's purpose, operations, expectations of employees and requirements of the position.

This procedure should be read with the accompanying Human Resources Policy, Employee Performance and Development Policy and the Staff Induction and Orientation Checklist.

2. Considerations

This procedure has been developed primarily for permanent and contract employees. However, the induction and orientation of casual employees may be undertaken using this guide and accompanying documents, where appropriate.

[insert organisation name] wishes to see all new staff provided with appropriate induction and orientation to the organisation and to their new role.

3. Procedure Steps

3.1 Before the Employee's Starting Date

Once an employee has been offered a position at [insert organisation name] the supervisor prepares for the induction and orientation of the new employee. The Employee Induction and Orientation Checklist acts as a guide for the tasks that need to be completed before the new employee's starting date.

The supervisor arranges meetings with the CEO/Manager and other relevant staff during the first week of employment to meet with the new employee to discuss the organisation, current projects and programs and, the employee's role and responsibilities.

3.2 Employee Induction Pack

An employee induction pack is prepared before the new employee's starting date. Please refer to the Staff Induction and Orientation Checklist for a list of items to be included in the pack.

3.3 New Employee's Starting Date

The supervisor is to greet the new employee upon arrival and make arrangements for an informal welcome with all staff members.

The new employee is provided with the Staff Induction and Orientation Checklist and advised that they are jointly responsible for completing the checklist, and returning to the supervisor one month after the start of employment. The supervisor will be available to support the new employee to complete the checklist and answer any questions.

The new employee is advised of the three month probationary period in line with the Employee Performance and Development Policy.

3.4 Induction and Orientation Feedback

One month after the start of employment the employee is provided with an Induction and Orientation Feedback Form and a meeting is arranged with the employee's supervisor and the **[relevant position]**, who is responsible for human resources processes. This is an opportunity to address any concerns that are raised by the employee in the Induction and Orientation Feedback Form.

The Induction and Orientation Feedback Form results inform future induction and orientation processes and may contribute to the review of relevant policy and supporting documents.

3.5 Three Month Probationary Period

During the three month probationary period, the employee and supervisor regularly meet to support the new employee, continue the orientation process and ensure the new employee is aware of their performance expectations. This period allows for both **[insert organisation name]** and the employee to determine whether the employee is suited to the position and able to perform the duties.

This procedure is taken from the NADA Staff Induction and Orientation Procedure.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44