Induction Programme

Welcome to the family

Welcome to X! We hope that your association with us will be a long and rewarding one.

This induction programme has been prepared in order to facilitate the start of your employment with us. All the areas listed should be completed together with your Team Leader or the relevant responsible person indicated in the programme.

This is by no means a complete list of areas that you need to cover, just a guideline to the essentials. Your Team Leader will cover other areas and will design a further induction process to assist your transition into your new position.

This induction process will take a few weeks to complete.

Please tick (✓) the COMPLETE column as you move through the programme. This can be done either electronically or on hardcopy.

When you have completed the program, kindly sign and return this form to the Human Resources department for your file (again either sign electronically or on hardcopy). We look forward to meeting with you to review your orientation then.

If you have any questions relating to this induction process, please don't hesitate to contact the HR department or chat to your Team Leader.

Welcome to the family!

Human Resource Department

Please begin by adding your details below:

Your name and surname

Designation

Team Leader   Division

Date

First day
Key: EE – Employee,

		RESPONSIBLE PERSON	COMPLETE (✓)
HR – Human Resources, HSR - Health and Safety Representative			
ABOUT [X]	Please review the 'About [X]" brand book and blueprint you will have received in your inbox. Your Team Leader will meet with you to talk through it and add more detail. • History of [X] and its Vision Statement explained. • General introduction to the Functional Areas. • The role, structure and members of Exco explained. • Explanation of the company's Organograms and reporting structures. • Introduction to the Vision Statement and values.	Team Leader	
IT	Introduction to IT systems in general use: IT Access Form · Email · sharepoint · Network · OneDrive	Team Leader/ IT	
SETTLING IN	Buildings and Locations: Finding your way around · departments · boardrooms · meeting rooms · kitchen · IT · printers · executive offices · receptionist.	Team Leader	
	Personal office/desk/workspace: (whichever applicable) · telephone installed and telephone extension arranged and listed on internal telephone list · PC set up and connected to network and printer · Email and internet facilities in place · keys to office arranged · stationery provided etc.	Team Leader	
	Security: (whichever applicable) · security access cards · keys · security procedures	Team Leader	
	Parking: HR will coordinate a parking space for you (where relevant)	HR	

		RESPONSIBLE PERSON	COMPLETE (✓)
	General stuff you need to know: · explanation of lunch hours · office hours · dress code · customer & telephone etiquette · mobile phone rules etc.	HR	

		RESPONSIBLE PERSON	COMPLETE (✓)
Health and Safety	**Responsibilities, procedures and rules** for Health and Safety in work environment explained including smoking and vaping.	HSR	
	Shown **location** of First Aid Boxes, Emergency Exits, Fire Extinguishers and hoses.	HSR	
	Evacuation procedure explained	HSR	

First week		RESPONSIBLE PERSON	COMPLETE (✓)
SERVICES	**Services:** (whichever applicable): Provided with information regarding IT support · couriers · drivers · accounts · property · cleaners etc	Team Leader	
HR	**Performance Management:** Explanation of performance management and appraisal process received.	HR	
	Probation processes explained and probation review meetings scheduled.	HR	
	Introduction to **key people in other divisions**. Arrangement made to spend time with them.	Team Leader	
THE ROLE	**Job description** agreed and signed for record keeping purposes. **Objectives** set and agreed Initial **work plan** agreed	Team Leader	

Second week		RESPONSIBLE PERSON	COMPLETE (✓)
TRAINING NEED	Assessment of **training needs** conducted	Team Leader/EE	
	Legislation – specific legislation related to compliance + risk is identified and understood	Team Leader	
HR	**Policies & Procedures:** - Where to access policies and sign off process to acknowledge awareness and understanding of [X]'s policies. Introduction to pertinent policies including:	HR	
	• **Remuneration:** Explanation of grading and salary review process. Explanation of payday arrangements and calculations. • **Leave:** Explanation of leave entitlements and allowances, procedures for application and approval. • **Other relevant polices including**: • Disciplinary Policy • Grievance Policy		

Probation Feedback Process

The Team Lead will arrange to meet with the employee during the probation period as part of the performance review process. The purpose of these meetings is to:
- Ensure that the employee has received adequate training and understands the expectations of the role.
- Provide feedback and guidance to assist the employee to meet the standards required.
- Put actions plans in place to address any gaps or training needs that may be identified.
- Receive feedback from the employee regarding their settling in process.

These meetings are normally held when the employee is one third of the way into their probation period and again when they are two-thirds of the way, with a final meeting held at the end of their probation period.

We are delighted to have you onboard and we wish you a smooth transition into your new role.

Acknowledgement

Once you have completed the above induction programme, please add any comments below as well as your signature and return to HR.

Comments:

Employee Signature   Team Lead Signature

Date