

## INDUCTION CHECKLIST FOR COMPANIES

Getting new employees off to a good start is key for any organisation and is the basis for any new effective working relationship.

An effective Induction program is critical to the support and success of a new starter and to the overall retention of a staff member. Establishing easy to follow guidelines and processes will ease the new employee into a new position, culture and company more effectively.

**Outlined below are a few tips to support businesses with this process;**

- Following the confirmation of a new employee along with your company policy book send them a welcome card
- Invite them to bring along relevant company documentation required on their first day e.g. bank details, payroll information, next of kin, qualifications
- Invite them in prior to starting their new position to meet all "the team"
- On arrival to help them feel welcome do have their desk set up with telephone, computer, logins, and stationery ready as well as business cards if you can
- Housekeeping Tour – simple things like showing them the bathroom facilities, stationery, boardroom, allocation of storage should be shared on the first day
- Go over communications policy for Telephones (answering preference), Message taking, Logging calls, Company list, Voicemail (set up and recording), computer terminal (packages, programmes, logging on and off, passwords, naming files, back up, distribution lists, storing, email address, internet policy, photocopier
- Marketing Materials – where possible provide useful information for the new employee to read – company brochures, video, articles, web information
- Security Policy ensure they are aware of emergency procedures and general security issues, organise ID card, procedures for working late
- Ensure that the new employee understands the company's mission (what is the company and team trying to achieve), values, culture, and expectations
- Leave – ensure they are aware of leave entitlement and the process for holiday allocation, sick leave, compassionate leave
- Personal Development – ensure they know what their KPI's are, appraisal and action plans required, mentor or buddy assigned, know what training and courses are available
- Let them know where they can park, eat and what facilities are available on site and close by

- It is imperative the manager of the new employee is involved in the induction process and preferably responsible for planning it. This helps establish and develop the new working relationship and gives the new employee a sense of being “valued”. Alternatively a “buddy” from the team could be assigned to oversee the induction
- Introduce the team – get them to familiarise themselves with the team and their positions. On the first day suggest if they have not met everybody the team puts on a “welcome morning tea”
- Assign them to key departments in the first couple of weeks (month) to learn about each area of business

Research shows that an effective Induction programme makes a new employee feel valued and reinforces their decision to join the new company in the first place. It also support the retention and growth of a company, bringing staff up to date on what is happening in the company, getting them off to a flying start. Making them feel welcome and providing them with the “tools” to effectively get on with the job is key to increased productivity for any company.

**We hope you find some of these tips help boost your induction programmes. Please feel welcome to provide us with any more tips that you have found useful in your company.**

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