



# Induction Policy and Procedures

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Acculearn Training Limited

T/A

Cranbrook College

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## Induction Policy and Procedures

### General

Cranbrook College believes that all new employees **must** be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. Cranbrook College is committed to ensuring that all staff is supported during the period of induction to the benefit of the employee and organisation.

It is our aim to ensure that staff induction is dealt with in an organised and consistent manner to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This policy aims to set out general steps for managers and staff to follow during the induction process.

The organisation expects that the implementation of good induction practice by Directors and Managers will:

- Enable new employees to settle into the organisation quickly and become productive and efficient members of staff within a short period of time.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost service delivery.

The organisation will:

- Issue guidelines to familiarise Managers to explain the role and responsibilities within the induction process.
- Provide a checklist for managers and staff to follow during the induction period.
- Ensure there is effective monitoring of the induction process particularly during the probationary period.



- Deal with any problems promptly, providing an efficient service for both managers and staff.
- Evaluate each induction programme on completion and consider any recommendations for improvement.

### **Guidelines for managers**

Starting a new job is a demanding and often stressful experience. Quite apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues. The purpose of induction is to support new employees during this difficult period and to help them become fully integrated into the organisation as quickly and easily as possible.

### **Induction checklist**

The induction checklist is a very useful way of ensuring that information is shared with new employees when they are likely to be receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers should ensure that these matters have been properly understood whilst the checklist is being completed. It is recommended that managers should have weekly meetings with new staff to ensure the information is being understood and to deal with any unresolved issues or questions.

Managers should produce an induction timetable before the new member of staff starts work. This should as a minimum cover the first two weeks in the new post. Subsequent timetables will be developed to cover the remainder of the probationary period.

At the end of the process the induction checklist should be signed by the relevant parties involved and placed in the member of staff's personnel file.

### **First day of employment**

Preparations should be made for the arrival of the new member of staff well in advance e.g. arrangements should be made to provide a desk, equipment and any resources needed to do the job.

Most new employees tend to be concerned primarily with two matters. Firstly whether they can do the job and secondly how they will get on with their new colleagues.

It is therefore important to introduce them to their new workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate at this time and can be combined with the provision of general information and exchanging any necessary documentation. This talk should be as brief as possible, because the employee is unlikely to be receptive to detailed information at this stage and should be conducted by someone who is well prepared and has sufficient time available.

Managers should refer to the Induction checklist and use it as a basis for discussion thereby ensuring all documentation is complete.

The new employee will want to get to know his/her colleagues and quickly become part of the team and time should be made for this process. Colleagues should be briefed on the new entrant's arrival. If possible one of the new entrant's colleagues should be nominated to ensure that he/she has every assistance in settling in quickly.

### **Timescales**

Induction can be said to end when the individual becomes fully integrated into the organisation. There are no set timescales within which this will happen and follow up is essential, but it is likely that the induction process will continue until the end of the probationary period. This period will provide lots of opportunities for the employee to ask lots of questions shadow other members of staff and have regular meetings with their line manager.

### **Evaluation**

At the end of the probationary period the member of staff should complete the Induction Evaluation Sheet to provide managers with feedback on the overall process. This should also be retained in their personnel file and a copy passed to the Centre Manager.